

# Missoula Symphony Association

## Development Director

### Job Description

**Title:** Development Director

**Reports to:** Executive Director

**Location:** Missoula, MT

**Organization Overview:** The Missoula Symphony Association is a beacon of artistic excellence and cultural enrichment, serving the community through captivating musical performances and educational initiatives. With the Missoula Symphony Orchestra and Chorale at its heart, the Association is dedicated to creating transformative musical experiences and fostering a deep appreciation for the arts within the community.

#### Position Summary

The Development Director has overall responsibility for the development and execution of fundraising activities including, major gifts, annual fund, managing donor relationships, providing support of Executive Director's fundraising activities, and all other aligned fundraising efforts. This position ensures the successful achievement of fundraising goals through the active management of a prospect portfolio of prospective donors. The Development Director is a key member of the Missoula Symphony Association (MSA) Executive Team and is responsible for the development of a robust and diversified income stream that includes contributions from individuals, foundations, and corporations. This position is a highly visible position and will be supervised and evaluated on overall performance and production by the Executive Director.

#### Duties and Responsibilities

1. Build and implement a comprehensive fund development program.
2. Develop, implement, execute, and evaluate overall fundraising activity, cultivation, and solicitation strategies for prospects along the individual giving pipeline.
3. Actively engage a personal prospect portfolio of current and potential donors to MSA.
4. Oversee additional prospect portfolios for Executive Director, Board Members, and other Volunteers.
5. Provide overall management of MSA annual fundraising efforts in support of prospect development and alignment with the mission.

6. Identify and engage donors while identifying, researching, cultivating, and soliciting all prospects, including, but not limited to, individuals, foundations, and corporation sources.
7. Prepare, or oversee the development and timely implementation of, high quality donor correspondence including cultivation materials, direct mail, solicitation letters, grant proposals and reports, project budgets, and acknowledgement letters.
8. Oversee the implementation of the organization's overall strategic growth of fundraising as guided by the developed plan for optimal growth of fundraising and a Culture of Philanthropy.
9. Prepare, or directly oversee, reports for major gifts, grants, and other fundraising efforts and outcomes to Executive Director, Board of Directors, and staff as appropriate.
10. Ensure appropriate recognition and stewardship of all donors.
11. Engage and lead board and staff in supporting fundraising efforts.
12. Other duties as assigned.

### **Knowledge, Skills, and Abilities**

- Highly developed writing, interpersonal communication, and formal presentation skills.
- Proven track record of achieving revenue targets as an exceptional fundraiser and relationship builder with impeccable discretion.
- Experience with individual giving, including annual fund, major gift solicitation, and best practices relative to grants administration.
- Ability to anticipate and match needs, take initiative, meet deadlines, and exercise creativity and innovation.
- Strong organizational and project management skills with the ability to manage multiple assignments and quickly shift priorities.
- Solid commitment to ensuring the highest standards of donor stewardship.
- Ability to handle detailed complex concepts and problems and make appropriate decisions.
- Knowledge of budget management and budget development with an eye on fundraising goals.
- Proficiency in using spreadsheet, database, and word processing software, including experience with online databases and other software for identifying potential donors and grants.
- Understanding of the purpose, mission, and values of MSA.
- Interest, temperament, enthusiasm, and affinity for fundraising and working with people.
- Ability to have regular and timely attendance.

**Preferred Qualifications**

Bachelor's degree or equivalent experience; 3-5 years of progressive experience in nonprofit development positions with successful practice in fundraising preferred.

**Salary:** \$50,000-\$60,000 annually

**How to Apply:** Please submit your resume and cover letter to [info@missoulasymphony.org](mailto:info@missoulasymphony.org)