



TOLEDO  
SYMPHONY

## The Toledo Symphony Seeks Director of Development

The Director of Development (DOD), in partnership with the President/CEO and the Board of Trustees, is a member of the Toledo Symphony's leadership team, responsible for designing and executing the overall fund development vision and strategy to provide for the current and future needs of the Toledo Symphony.

### The Toledo Symphony Orchestra – A cherished tradition since 1943

The Toledo Symphony is a community-supported organization that is an exceptional musical presence for the region, creating a home for professional musicians and teachers who deliver outstanding performances and music education for all.

Formed in 1943, the Toledo Symphony has grown from a core group of 22 part-time musicians to a regional orchestra that employs 65 professional musicians who consider the Toledo Symphony their primary employer, as well as numerous extra players annually as repertoire demands.

The Toledo Symphony reaches more than 260,000 individuals annually through performances and education programs. The series concerts (Classics, Pops, Chamber, Mozart & More, and Family Series) are the critical underpinning of the orchestra's artistic mission and regularly draw people from 135 postal zip codes. Additionally, Music Under the Stars, a free summer band concert series, is held annually at the Toledo Zoo. Education programs, student performances, and community concerts are held in schools, neighborhood churches, performing arts centers, and community facilities throughout the region; many are offered at no charge or provided at a reduced fee to help expand participation.

### OPEN POSITION:

## Director of Development

### APPLY BY

October 28, 2016



### REPORTS TO:

President/CEO

### LOCATION:

Toledo, Ohio

### HOURS:

Full-time salaried position

### COMPENSATION:

Commensurate with experience

### APPLY BY:

October 28, 2016

### TO APPLY:

Please email a cover letter (with salary requirements), resume and three references in one attachment by end of day Friday, Oct. 28, to:

Jenny Goldberg  
Vice President  
Aly Sterling Philanthropy  
jenny@alysterling.com

Only applications submitted via  
email will be accepted



# Director of Development TOLEDO SYMPHONY

**APPLY BY**  
**October 28, 2016**

## Core Responsibilities

1. Responsible for designing and executing the overall fund development strategy including the following core initiatives: events, annual fund, grants, major/capital gifts, and planned/endowment gifts.
2. Responsible and accountable for meeting annual fundraising financial target goals (\$2 million annually), including monthly key performance indicators (KPIs) associated with these goals.
3. Responsible for implementation of the overall fund development strategy and leadership of three development team members.
4. Responsible for all donor cultivation, solicitation and recognition, including creating prospect lists, submitting detailed monthly activity reports and specific moves management strategies and progress updates. This includes implementation of donor recognition events and the enforcement of policy and protocol.
5. Maintains records of all past and current donor activity. Oversees stewardship effort including preparing acknowledgements of giving, thank you notes, and tax documentation.
6. Responsible for grant cultivation and the oversight of grant prospecting, writing, and reporting.
7. Responsible for the planned giving program for purposes of increasing perpetual support for The Toledo Symphony's programs, services, and endowment. This would include the creation of an advisory committee, related policies and procedures, program events, marketing, and educational materials.
8. Responsible for the underwriting and corporate partnership strategy.
9. Acts as lead staff liaison to the board's development committee.
10. Specific to campaign support and volunteer leadership roles, consistently seeks to build relationships with board and staff members, volunteers, community partners, and donors. Develops systems to encourage board involvement in annual fund solicitation, personal giving, and donor recognition. Is expected to attend all events and be active in relevant community initiatives.
11. Responsible for the evaluation, creation and leadership of tertiary giving programs and societies (examples include young professional organizations, auxiliaries, guilds, etc.).
12. Responsible for working collaboratively with the Director of Marketing on cohesive strategies that increase the organization's subscribers, single ticket buyers, and donors.
13. Is expected to develop healthy and productive relationships with all internal stakeholders and departments. Should create more effective systems for sharing information, case successes, and financial/outcome data. Is responsible, along with the leadership, to advance and grow an internal culture and commitment to philanthropy.

*The above list of duties is intended to describe the general nature and level of work performed by the incumbent. It is not to be construed as an exhaustive list of duties performed by the incumbent.*

## GENERAL INFORMATION:

- Bachelor's degree required.
- 5-7 years demonstrated fund development experience required.
- Strong appreciation for the arts, especially classical music.
- Excellent written, verbal and interpersonal skills.
- Highly organized, creative and a self-starter.
- Supervisory experience is recommended.
- Computer literate; knowledgeable of donor software system (eTapestry/ Blackbaud experience is a plus) and Microsoft Office products such as Outlook, Word, Excel, PowerPoint.
- Must possess skills necessary to efficiently plan and implement activities within policies and procedures; maintain positive working relationship; respect rights of others; demonstrate initiative and accept accountability; effectively manage time and respond to inquiries in a timely manner.
- Must be accessible for concerts, events, and meetings before and after normal work hours as necessary.



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