



## **Development Director**

**REPORTS TO:** Executive Director

**JOB SUMMARY:** The BINGHAMTON PHILHARMONIC's Development Director is responsible for the development, management, implementation, and evaluation of the organization's overall fundraising program consistent with the BINGHAMTON PHILHARMONIC's needs and goals. To that end, the Development Director manages board members and volunteers in planning and executing all annual, sponsorship, capital, endowment, and planned giving programs, as well as fundraising events. The Development Director is also responsible for submitting grant applications to federal, state, and local government agencies, as well as, researching and applying to private foundations and corporations. The Development Director will recommend fundraising policies and procedures to the Executive Director and Board with the goal of building a year-round development program that demonstrates the highest standards of professionalism and ethical conduct. Also serves as staff liaison to the BINGHAMTON PHILHARMONIC's Development Committee and Marketing Committee.

### **JOB DUTIES AND RESPONSIBILITIES:**

#### **Fundraising**

- Plan, manage, and implement all phases of the Binghamton Philharmonic's Annual Fund campaign; oversee the solicitation and acknowledgement process, maintenance of records, and establishment and disclosure within IRS guidelines of donor benefits; monitor progress and make adjustments as needed
- Work with Board to develop and direct year-round program to cultivate new prospects and seek out new funding opportunities while driving existing donors to increased giving levels.
- Develop and manage a prospect pool for personal visits and giving outcomes. Personally solicit annual/major gifts of \$1,000+.
- Develop and implement a corporate sponsorship program; research and identify potential sponsors; prepare proposals and work with Board to identify matches between the BINGHAMTON PHILHARMONIC's programming and each company's interests (eg. Pops table sponsors, concert sponsors, etc.).
- Manage concert sponsorship renewal campaign concurrent with ticket subscription renewal program
- Prepare grant applications for corporations, foundations, and government agencies that provide funding with the approval of Executive Director prior to submission; research all grant possibilities and write reports and back-up materials to support each application; follow up on each proposal and provide outcome summary to Executive Director.
- As liaison, work with the marketing committee to ensure no overlaps in the BINGHAMTON PHILHARMONIC's fundraising and furthering institutional advancement.
- Work with staff and volunteers to plan all special fundraising events; establish event budgets and oversee the execution of each event.
- Execute development and production of all materials used to support the BINGHAMTON PHILHARMONIC's fundraising events and campaigns.
- Develop an ongoing planned giving program; work with Board to identify, cultivate, and solicit prospects
- Provide strategic guidance and planning to the Bridge committee; develop campaign prospect list; organize and participate in leadership solicitations; meet with volunteers to review strategies and track progress; attend committee meetings as needed.

#### **Budgeting and Planning**

- Assist the Executive Director and Board in establishing appropriate goals for the Annual Fund and all other fundraising campaigns including direct mail, bridge campaign, board giving campaign, Wallenberg Society major giving program, donor stewardship programs, foundation grants, corporate giving, and government grants.
- Develop a plan for achieving those goals and establish a master calendar that outlines all fundraising events and campaigns; coordinate all activities with the BINGHAMTON PHILHARMONIC's master calendar.
- Develop budgets for each event and campaign; monitor the progress of each, and adjust plans when necessary.
- Work closely with the Executive Director and other designated staff in long-range planning for BINGHAMTON PHILHARMONIC; prepare budget projections as needed.

### **Board of Directors**

- Staff the Development Committee of the Board and other volunteers enlisted to participate in the development program.
- Report to the Board on progress of all fundraising events and campaigns; provide reports and statements.
- Develop Board and volunteer leadership through participation in Board committee meetings and ongoing donor cultivation efforts; participate in identifying and recruiting new leadership.
- Recommend fundraising policies and procedures to the Executive Director and Board with the goal of building a year-round development program that demonstrates the highest standards of professionalism and ethical conduct.

### **Administrative**

- Organize staff and volunteers to carry out all fundraising campaigns and events; evaluate and track effectiveness of each campaign.
- Provide periodic progress reports on all campaigns; prepare listings and financial statements as needed by the Board and staff.
- Leverage donor software in compliance with privacy guidelines to develop reports and create campaign tracking.
- Train, manage, and evaluate the performance of all development staff, including interns and volunteers.

### **Other**

- Develop and maintain internal and external contacts to optimize fundraising efforts.
- Assist the box office responsibilities as needed.
- Maintain ongoing contact with contributors, corporate sponsors, and business and community leaders
- Support Board and staff efforts to solicit in-kind contributions.
- Keep abreast of recent research on fundraising.
- Attend other civic and cultural events in the community; represent the BINGHAMTON PHILHARMONIC at civic events as requested.
- Attend all Philharmonic Events/Performances.
- Perform other duties as assigned by the Executive Director.

### **Contact Information**

Send cover letter, salary requirements and resume to:

Brittany Hall, Executive Director, Binghamton Philharmonic, 71 State Street, Lower Level, Binghamton, NY 13901 or via email to [bhall@binghamtonphilharmonic.org](mailto:bhall@binghamtonphilharmonic.org)

- Position will remain open until filled.