THE CANTON SYMPHONY ORCHESTRA (“CSO”)
POSITION DESCRIPTION

**TITLE:** Director of Development  
**REPORTS TO:** President & CEO

**SUMMARY DESCRIPTION:** Overall executive responsibility for planning, initiating, implementing, and supporting all contributed income from individuals, corporations, foundations, and public agencies, including unrestricted and restricted operating support, endowment, fundraising benefits, and capital improvements. Also responsible for volunteer support groups and for supporting CSO Board development and involvement. Will work closely with the President & CEO on long-range planning and with the Marketing Manager.

**MAJOR ACTIVITIES:**

Responsible for the development, management, and implementation of an overall fundraising program including:

- Plan and oversee donor cultivation and stewardship events including fundraising benefits, pre/post-concert receptions, and others
- Lead the execution of annual fund solicitation including messaging, mail process, tracking donations, and sending acknowledgements annual fund campaigns
- Solicit sponsorships from individuals, corporations and foundations
- Develop and manage endowment campaigns and planned giving programs
- Support other programs as developed

**PROCESSES AND DUTIES:**

- Plan and serve as primary staff member for all pre and post-concert events, donor receptions and fundraising events
- Producing timely and accurate progress reports
- Providing timely, ongoing, and thorough analysis of results
- Budgetary control of all development expenses
- Maintain close relationship with finance office to ensure accuracy in financial reports, making sure all are consistent with the CSO general ledger
- Maintain computer database of all donors
- Maintain effective donor communications, including the Annual Meeting and celebration of special occasions for the CSO
- Work with President and Chair of the Board to meaningfully involve CSO trustees, and to identify and develop new trustees with the Board Governance Committee
- Oversee the ongoing development of volunteers supporting the CSO
- Participates with the President, Chair of the Board, staff and CSO trustees in ongoing long-range planning leading to the identification of funding priorities.
- Oversees the ongoing development of volunteer organizations supporting CSO.
- Other duties such as:
  - attending staff meetings
  - attending trustee meetings
  - other duties as assigned
POSITION REQUIREMENTS:

1. Bachelor’s Degree plus five years’ experience fundraising, preferably in the Arts, including experience coordinating and supporting volunteers

2. Outstanding computer, written and spoken communication skills.

3. Strong leadership, management, and organizational skills, along with the ability to adapt when necessary to changing needs of the organization. Great sense of humor and interpersonal skills.

4. Strong planning, conceptual, and analytic skills, including the specific ability to analyze giving and market data and trends to help determine policies, strategies, and programs to enhance the long-term financial integrity of CSO

5. High degree of creativity in problem solving. Good knowledge of classical music and extraordinary ability to advocate the cause and benefits of the Canton Symphony Orchestra.

TYPE OF POSITION: Full-time. Also includes nights and weekends.

SALARY RANGE: $38,000-$45,000 annually, commensurate with experience

October 2020