

# Helena Symphony

ALLAN R. SCOTT | MUSIC DIRECTOR

## Job Announcement

### DIRECTOR OF DEVELOPMENT

#### JOB DESCRIPTION

The Director of Development works with the Music Director, Symphony staff, Development Committee, and Special Events Committee to: increase resource development for the Helena Symphony; oversee special events and projects that generate donors and revenue; and provide support for general Symphony operations.

#### SPECIFIC DUTIES

- \* Assist with implementation of fundraising and resource development initiatives
- \* Work directly with the Development Committee and the Music Director
- \* Work with the Development Committee to increase Sponsorships (concert sponsors, musician sponsors, guest artist sponsors)
- \* Work with Season Partners (in-kind and trade relationships)
- \* Assist in maintaining current grants, including reporting and renewals
- \* Assist with grant research and new applications
- \* Oversee monthly Development Calendar & Development Plan
- \* Assist with donor management and communication, using Customer Relation Management database
- \* Assist with donor mailings, email communications, and donor events
- \* Work with the Special Events Committee on fundraising goals
- \* Other duties as assigned

#### REQUIREMENTS

- \* self-motivated, detailed oriented and highly organized, with the ability to balance multiple tasks successfully
- \* excellent oral and written communication skills
- \* previous experience in nonprofit fundraising preferred
- \* strategic thinker with excellent planning and management skills
- \* ability to work independently and with teams of people
- \* highest integrity and ethical standards
- \* capacity to learn and adapt to change
- \* ability to sustain the trust and confidence of internal and external constituencies
- \* ability to develop and maintain a commitment to excellence, creativity, teamwork, and mutual respect
- \* appreciation for classical music, and understanding of its value in the community
- \* excellent computer skills
- \* experience and thorough knowledge of Microsoft Office as well as task management applications
- \* maintain a smart phone
- \* maintain highest integrity and ethical standards
- \* Bachelor's degree preferred
- \* some music background preferred
- \* understands and supports the mission, goals, structure, and artistic vision of the Helena Symphony

#### COMPENSATION & HOURS

The position requires 16-20 hours (.50 FTE) a week and hours are flexible. The position requires work during concerts and special events, so some nights and weekends are required.

Salary: \$18,000-\$20,000 annually with paid holidays, sick leave, and vacation. No health benefits are offered at this time.

#### HOW TO APPLY:

Please submit a detailed resume and letter of interest to Scott Kall, Director of Patron Services, at [patronservices@helenasympphony.org](mailto:patronservices@helenasympphony.org). Candidates selected will interview with search committee and the Music Director. Applications will be considered until the position is filled; however, applications received before 15 April 2020 will be given priority.