



## **New West Symphony Job Opportunity Deputy Director/Director of Development**

New West Symphony is looking for an experienced non-for-profit professional with strong analytical and relationship-building skills to help the organization build its capacity for the future through the planning and implementation of all fundraising activities, including annual fund drives, corporate sponsorships, endowment, planned giving, grant applications, and new initiatives.

### **About New West Symphony**

Founded in 1995, the New West Symphony is a professional orchestra that draws its players from the rich talent pool of professional Los Angeles-area musicians. The Symphony is the resident company of the Thousand Oaks Civic Arts Plaza and the Oxnard Performing Arts Center. It presents Masterpiece Series concerts annually and provides a number of educational opportunities for local youth through its annual *Symphonic Adventures* concerts, its traveling Music Van, and the Harmony Project of Ventura County.

### **Mission**

*The New West Symphony inspires passion for classical music through live performances and education initiatives that engage and enrich our diverse communities.*

### **Values**

*The New West Symphony's values provide the philosophical approach for everything we do. We believe in:*

- *Artistic excellence – We present symphonic music performances with world-class artists.*
- *Inclusiveness – We make music performances accessible to all in our communities.*
- *Tradition – We are committed to presenting a broad and diverse classical repertoire.*
- *Innovation – We strive to be on the forefront of the industry's best practices.*
- *Financial sustainability – We operate in fiscally prudent ways to ensure our long-term financial stability.*
- *Community – We engage in outreach and collaborations to enable us to be an integral part of the communities we serve.*

## **Deputy Director/Director of Development**

Reports to Executive Director

The position of Deputy Director has been created to streamline the operations of the organization and allow the organization to be more focused on patron relations whether they are donor relations or concert experiences. This position will mainly focus on fundraising to build the orchestra's capacity for the future through the planning and implementation of all fundraising activities, including annual fund drives, corporate sponsorships, endowment, planned giving, grant applications, and new initiatives.

In this capacity, the director works closely with the executive director and the board of directors to determine goals and budgets for fundraising activities and to seek out additional funding opportunities. Establishes relationships with grant-making foundations and corporations, local and federal government agencies that provide arts funding, interacts with donors, business and community leaders in cultivation of new prospects, and supervises staff and volunteers in the execution of fundraising initiatives. Requires familiarity with resources and current research in fundraising, excellent interpersonal skills, and an ability to lead the orchestra toward budgetary goals.

Direct reports—

- Grant Writer
  - Database and Patron Relations
  - 20% of Harmony Project Director (grant writing)
  - Operations Support Manager
  - Development and communications interns
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- Works with –
    - General Manager
    - Director of Marketing and Sales
    - Box office

## **Key Responsibilities**

### **General Development**

- Identify individuals, business, corporate and foundation prospects
- Cultivate individuals, business, corporate and foundation prospects and donors

- Solicit individuals, organizations, businesses, corporate and foundation donors for restricted, unrestricted and sponsorship gifts
- Develop and implement new fundraising initiatives

### **Annual Fund**

- Collaborate with Executive Director and the board and set annual funding goals and monitor goals on a regular basis
- Steward donors and patrons

### **Board**

- Collaborate with board members and volunteers to increase donations and audience patrons
- Maintain dynamic and productive relationships with Board of Directors
- Staff Development Committee

### **Grants**

- Supervise a contracted grant writer who will research, write and submit grant requests
- Identify foundation and government grant opportunities for the orchestra
- Supervise grant applications and requests, acknowledgment of gifts, and tendering of required reports
- Cultivate positive relationships with foundations and government agencies that support the arts
- Interacts with senior management and board members to identify prospects, and with civic leaders to forge positive partnerships

### **Major Gifts**

- Leverage the board and Executive Director to run major gifts program by identifying, cultivating and soliciting individual donors, foundations, and corporations.

### **Corporate Gifts**

- Cultivate corporate and foundation donors, increasing the orchestra's potential to raise revenue through gifts and sponsorship of concerts, series, and special events.
- Work with senior management and board members to identify and solicit prospects, with marketing to develop sponsorship packages, and with all orchestra departments to guarantee compliance with sponsorship agreements and recognition in materials or at events.

### **Special Events**

- Plans and facilitates pre- and post-concert receptions, sponsored events, and special luncheons or dinners.
- Act as a liaison to special committees, orchestra volunteer groups, and staff involved.

### **Planned Giving**

- Responsible for expansion of the range of **planned** giving opportunities, while identifying and cultivating prospects
- Involves considerable personal interaction to design gift opportunities such as endowed orchestra chairs

### **Collateral Materials**

- Develop and distribute collateral materials for patron – related and fundraising activities.
- Monitor and supervise distribution of email blasts and video messages
- Write and design development pages in playbill and on the website

### **Operations**

- Prepare schedules and calendars for concert activities and events as they relate to patron development
- Manage online giving campaigns
- Oversee overall patron relations strategy for the orchestra
- Maintain ongoing contact with contributors, corporate sponsors, and business and community leaders.
- Support Board and staff efforts to solicit in-kind contributions.
- Attend other civic and cultural events in the community; represent the Association by speaking at public events as requested.
- Perform other duties as assigned by the Executive Director.

**Compensation:** Salary commensurate with experience

**To Apply:** Please submit your cover letter and resume to Maggi Messina at [mmessina@newwestsymphony.org](mailto:mmessina@newwestsymphony.org)

New West Symphony is an Equal Opportunity Employer.