



## DES MOINES SYMPHONY

JOSEPH GIUNTA MUSIC DIRECTOR & CONDUCTOR  
THE LINDA AND TOM KOEHN ENDOWED CHAIR

## ORCHESTRA & ACADEMY

### **DEVELOPMENT MANAGER Vacancy Announcement**

#### **THE POSITION:**

The Development Manager works as an integral part of a small team to advance the mission of the Des Moines Symphony & Academy. The Development Manager takes a lead role in planning and managing creative and strategic annual fund and donor stewardship campaigns that result in increased donations and donor engagement and help raise more than \$1.5 million each year. The ideal candidate will have experience in development, marketing, or a comparable field and a demonstrated knowledge of fundraising best practices. Experience with another nonprofit arts organization, an interest in symphonic music and music education, and knowledge of the Des Moines philanthropic and corporate communities are all pluses.

Reporting to the Director of Development, the Development Manager oversees the Des Moines Symphony and Academy's individual and corporate annual giving programs, including planning, implementing, and evaluating all annual individual and corporate solicitations; oversees the planning, execution, and evaluation of various donor engagement activities and events; develops proposals for corporate and foundation support; and helps plan and participates in Symphony & Academy donor engagement and fundraising events.

#### **QUALIFICATIONS:**

Candidates must be strategic, highly organized, motivated, high-energy, detail-oriented self-starters who work well within a small team. Candidates should possess at least 2 years of experience in development, marketing or comparable field and a demonstrated knowledge of fundraising best practices.

The Development Manager position requires strategic thinking, strong organizational and project management skills, impeccable attention to detail, and ability to function as both a team leader and team player. Candidates will be able to prioritize multiple projects, manage and execute multiple processes simultaneously, and possess a natural instinct to take initiative and ownership for outcomes. The ideal candidate will possess a high degree of comfort interacting with donors. Experience in database management (especially PatronManager / Salesforce), Microsoft Office programs (especially Excel), and social media tools are required. Evening and weekend hours for performances and events are required.

#### **ABOUT THE DES MOINES SYMPHONY & ACADEMY:**

The Des Moines Symphony is a not-for-profit, professional orchestra formed in 1937 to enrich, educate and inspire the community by performing great orchestral music. The Symphony Association, governed by a volunteer Board of Trustees and operating on an annual budget of more than \$3.5 million, supports the Symphony Academy and its numerous music education programs including four youth orchestras, and supports the Des Moines Symphony Orchestra which performs seven pairs of Masterworks concerts, a Pops series including the traditional New Year's Eve Pops, education, outreach and family concerts, and other special events in its home at the Des Moines Civic Center. The organization also produces and performs the Des Moines Symphony's annual Yankee Doodle Pops concert in July on the grounds of the Iowa State Capitol, which attracts more than 100,000, the largest single day attendance of any concert event in the State.



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### **COMPENSATION:**

Salary is commensurate with experience. Medical, dental, life insurance, retirement and vacation benefits are provided.

### **APPLICATION PROCESS:**

Interested candidates should email a resume and cover letter to:

Dustin R. Ross  
Director of Development  
Des Moines Symphony & Academy  
[dustin@dmsymphony.org](mailto:dustin@dmsymphony.org)

Application screening will begin immediately with an anticipated start date in August or September 2018.



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**Position Title:** Development Manager

**Reports to:** Director of Development

**Classification:** Full-Time, Non-Exempt

### POSITION DUTIES AND RESPONSIBILITIES

- Build strategic long-range/short-range and tactical plans for achieving the Symphony & Academy's annual fundraising goals
- Provide strategic direction to annual giving programs while supporting the greater development and campaign goals of the Symphony & Academy
- Develop a coordinated matrix of communication and solicitation strategies involving email, digital, social, direct mail, phone, personal visits and volunteer engagement, all focused on shaping a sustainable tradition of annual support
- Manage effective communication and solicitation activities especially within specific market segments identified as having potential for the greatest growth
- Manage a prospect pool of leadership annual donors with annual goals for personal visits and giving outcomes
- Perform comprehensive analysis related to all aspects of the annual giving programs; analyze giving trends in order to make course corrections and achieve fundraising goals during the fiscal year, as well as in setting annual goals and objectives
- Stay abreast of annual giving trends/innovations and incorporate into overall fundraising plans; introduce new strategic and tactics for program growth
- Research, cultivate, and solicit corporate and foundation prospects, including writing cohesive, effective proposals according to grant guidelines
- Coordinating with the Donor Relations & Administration Manager, oversee the timely and accurate delivery of sponsor and donor benefits, including comp tickets, employee enrichment programs, and special receptions (Open Rehearsals, Maestro's Circle and Professional Circle events)
- Participate in the planning and execution of the Symphony's premier annual fundraising event, The Viewing Party for Yankee Doodle Pops, and an annual Symphony Academy donor and community engagement event
- Work with Director of Development on special fundraising projects, where necessary
- Assist with Des Moines Symphony & Academy cultivation and fundraising events
- Assist in the Donor Lounge at Des Moines Symphony concerts
- Other duties as assigned