

Associate Director of Development Boulder Philharmonic Orchestra

Who we are

Founded in 1958, the Boulder Philharmonic Orchestra is creating a new model for American orchestras through dynamic performances that reflect our community's own values, creativity, and sense of place. Voted "Best of Boulder" for the past eight years in a row, today's Boulder Phil is bucking national trends with growing, enthusiastic audiences, and an imaginative vision for new forms of engagement. Today the Boulder Phil reaches audiences of more than 30,000 through concerts, the Discovery Education Program, and community engagement experiences in Boulder and across Colorado's Front Range.

The Boulder Phil's main concert series is presented at Macky Auditorium, a grand historic hall on the University of Colorado campus. From multi-genre productions featuring dance, choral and visual elements to concerts with a unique hometown flavor, the Phil's imaginative programming has resulted in increasing numbers of sold-out concerts, nationwide notice at the inaugural SHIFT Festival at the Kennedy Center, and this year a Futures Fund grant from the League of American Orchestras and the National Endowment for the Arts for groundbreaking engagement.

Position Summary

The Associate Director of Development will work collaboratively with senior leadership to develop and execute a multi-year funding strategy that financially supports the organization's operations and growth vision. The position will spearhead all development efforts as the Boulder Philharmonic Orchestra (BPO) continues to grow and will be responsible for implementing the information technology systems to support the function. This position will work closely with leadership staff in order to efficiently and effectively set goals according to best practice fundraising metrics. The Associate Director for Development reports directly to the Executive Director, but works closely day-to-day with the marketing staff and highly engaged board volunteers to align all organization-wide messaging and volunteer efforts.

Primary Responsibilities:

Fundraising

Annual & Major Giving

- Oversee all cultivation and strategy for \$1000 and above donors, including portfolio management of top 100 loyal/engaged donors, providing briefing materials to Executive Director and staffing all leadership for involvement in cultivation and solicitation of major gifts.
- Oversee all aspects of BPO annual giving campaign, including partnering directly marketing colleagues to develop annual fund strategy/calendar, execute direct mail solicitations, online campaigns, etc.
- Manage project-specific mail and/or crowdfunding campaigns such as "Colorado Gives Day" and "Giving Tuesday."
- Oversee the timely execution of all donor acknowledgements and (letters, special letters, and thank you phone calls from Board of Directors) and the fulfillment of all-levels giving benefits.

- Identify and research giving capacity for major donors among current donor base, as well as prospective donors.
- Cultivate donors and prospects through ongoing personal communication and correspondence. In partnership with marketing staff and ED, steward major donors through recognition in printed materials, appreciation events, and other activities as appropriate.
- Oversee strategy and execution of all fundraising events (gala, events of note etc.) Including management and oversight of PTE staff or interns who will work on logistic and admin support in this area.
- Serve as primary liaison to the Board Development Committee and event volunteers, ensuring that work is well-aligned with best practice standards and expectations for development events and stewardship protocols.

Grant Writing

- Oversee proposal creation and submission for foundation and government grants
- Work closely with BPO Executive Director to determine grant application strategy and schedule as well as determine potential for new grant funds that align with BPO programming
- Supervise grant calendar and ensure timely grant reporting and communication with funders as necessary

Corporate Sponsorship

- Identify and research potential corporate sponsors for the BPO
- Manage the stewardship of Corporate Sponsorships
- Manage the creation of proposals for corporate foundation solicitations

Administrative, Management

Reporting, Research, Gift Processing

- Manage the ongoing data entry needs and maintenance of data in Choice CRM software: data entry, gift processing, and receipting.
- Oversight of PTE administrative support role via direct supervisor or dotted line supervisor reporting structure. Delegate admin support development tasks as needed to ensure efficient fundraising and development area activities and progress toward goals.
- Analyze historic patterns of giving and develop strategies for new and increased giving.
- Research, manage and track all donor prospect pools including annual giving pool, portfolio pool, board pool, and qualification/newly engaged pool.
- Enter contact reports and notes according to fundraising best practice to capture all face-to-face/virtual visits, event participation, major gift proposals tracking, outreach/qualification efforts, and strategy notes.
- Monitor all donor biographical information, ensuring best practice data hygiene and contact preferences.
- Build annual fundraising work plans that steer workflow toward best practice fundraising metrics including visits, proposals, outreach/qualification goals as well as dollar goals.

Partnerships & Board Management

- Serve as a liaison to the Board of Directors, assisting Executive Director with recruitment and board philanthropic strategy and culture.

- Effectively staff and brief Executive Director and Artistic Director for donor meetings and events.
- Serve as an active and collaborative partner to all marketing and senior leadership colleagues to foster strategic, effective, and collaborative fundraising practices.

Required Knowledge, Skills and Abilities:

- Outstanding attention to detail, organizational skills, and commitment to quality
- Significant experience managing cross-functional projects with tight deadlines
- Demonstrated excellence in proposal writing
- Excellent verbal and written interpersonal and communication skills
- Knowledge and attitude of customer service
- Ability to be very flexible and adapt to change
- Ability to manage time well, particularly while managing competing priorities
- Ability to work independently and as a part of a group
- Ability to take initiative, keep a positive attitude, and maintain a professional demeanor
- Adept at problem-solving, critical thinking, and using judgment in situations that require sensitivity and tact
- Demonstrated interpersonal skills to foster and maintain effective relationships with colleagues, donors, volunteers, and leadership. Ability to interact effectively with diverse groups having competing interests and priorities within the organization and community

Minimum Qualifications:

- Bachelor's degree or equivalent combination of education and work experience
- 3 years of non-profit fundraising experience, constituent relations and/or membership
- Experience in managing multiple areas of non-profit fundraising, including events, individual giving, corporate and foundation/grant giving
- Fluency with Microsoft Office, including mail merges, sorting and reporting capabilities, importing and exporting data between Excel and CRM databases. Ability to learn and apply new software skills

Preferred Qualifications:

- Demonstrated experience managing projects and fundraising campaigns
- 3-5 years of experience fundraising in a nonprofit arts organization
- Knowledge of national trends and best practices in performing arts fundraising
- Awareness of the Boulder area arts and fundraising community

Compensation:

- This role is a Full-Time position and is eligible for benefits.
- Annual Salary: \$46,000-\$56,000 (starting pay commensurate with market, experience, and equity)

Applicants should submit cover letter, resume, and professional references to info@boulderphil.org.
Position open until filled.

The Boulder Philharmonic Orchestra is committed to enhancing the diversity of its staff and encourages applications from women, minorities, members of the LBGT community, people with disabilities and veterans.