



## **DIRECTOR OF DEVELOPMENT – POSITION DESCRIPTION**

**POSITION:** Director of Development  
**REPORTS TO:** Chief Executive Officer  
**SUPERVISES:** Development Associate  
**CLASSIFICATION:** Full-Time/Salaried/Exempt

### **POSITION SUMMARY**

The Director of Development (DOD) is a key leadership position at the Pasadena Symphony Association (PSA), responsible for planning, implementing, overseeing, and evaluating all aspects of the organization's fundraising efforts. Reporting directly to the CEO, the Director of Development will be critical in achieving the annual fundraising goal of \$1.8 million. The successful candidate will bring a strategic mindset, strong relationship-building skills, and a proven track record of successful fundraising in the nonprofit sector.

### **DUTIES AND RESPONSIBILITIES**

#### **Fundraising Strategy and Planning**

- Collaborate with the CEO and Board of Directors to align fundraising efforts with the organization's mission and strategic priorities.
- Develop and implement a comprehensive annual fundraising plan to meet annual revenue goals that include campaign goals, and clear strategies and calendars for each campaign
- Develop and manage Development Department revenue and expense budgets, income projections and expense tracking
- Conduct ongoing analysis of fundraising performance and adjust strategies and campaign targets as needed.
- Develop a comprehensive annual case for support to persuasively communicate PSA's short and long-term goals.

#### **Annual Fund Campaign**

- Plan, manage, and implement the Annual Fund campaign, coordinating with the Development Associate and other leadership team members, including but not limited to the Director of Patron Services and Ticketing, Director of Marketing and Public Relations, and Director of Education and Community Engagement.
- Maximize fundraising capacity through the creation and production of compelling development and communication strategies and materials, in collaboration with the Director of Marketing and Public Relations and a graphic designer.

- Strategically engage donors and supporters across various channels, including digital platforms, events, and print materials.

### **Major Gifts and Donor Relations**

- Cultivate and steward strong relationships with donors, foundations, and corporate partners.
- Identify and engage new prospective donors to expand the organization's donor base.
- Develop and maintain a robust donor recognition and stewardship program.
- Work with the CEO and all members of the Board of Directors to build, cultivate and grow donor portfolios.
- Partner with the CEO to expand the corporate sponsorship program; including identifying and researching potential sponsors and creating dynamic sponsorship opportunities and proposals aligned with their corporate marketing needs.
- Lead the continued development of the planned giving program.

### **Grants Management**

- Identify and research potential grant opportunities from corporations, foundations, and government agencies.
- Prepare and submit grant proposals, including budgets, narratives, and required attachments; collaborate with PSA staff to develop persuasive and accurate proposals.
- Maintain annual grants calendar to track deadlines and funding outcomes.
- Maintain strong relationships with grantors and fulfill regular reporting requirements.

### **Events and Community Engagement**

- Oversee the planning and execution of fundraising events, including galas, concerts, and donor receptions.
- Collaborate with staff and volunteers to ensure seamless event logistics and management of event support staff, volunteers, and vendors.
- Attend and work all PSA concerts and support donor cultivation.
- Serve as a liaison and resource to PSA fundraising support groups, such as the Board Development Committee and the Women's Committee.
- Serve as an ambassador and representative of the PSA within the community to foster deeper community relationships and awareness.

### **Administrative and Other**

- Directly supervise the Development Associate, providing mentorship, collaboration, accountability, and professional development.
- Oversee management of the donor acknowledgment process and database maintenance.
- Develop and administer all donor benefits programs in accordance with IRS guidelines.
- Prepare regular and accurate contributed revenue progress reports to senior staff and Board.
- Hire and supervise the performance of development interns, project staff, and volunteers.
- Research and implement best practices to increase contributed revenue growth.
- Perform other duties as assigned by the CEO.

## **QUALIFICATIONS**

- Bachelor's degree in a relevant field; Master's degree is a plus.
- Minimum of 5 years of leadership experience in nonprofit fundraising, with a focus on individual and major gifts.
- Experience securing and stewarding major gifts from individual and institutional donors.
- Proven success in meeting and exceeding fundraising goals and a robust Annual Fund giving program.
- Experience in managing staff and fostering a collaborative team environment.
- Experience developing and managing budgets, and developing income projections and expense tracking.
- Demonstrated experience using integrated ticketing and development CRM platforms (such as Patron Manager/Salesforce) and wealth-screening services (such as iWave).
- Must be available for in-person work on some evenings and weekends.
- Knowledge of the local philanthropic landscape, experience working in the performing arts and/or a passion for classical and popular music a plus.
- Must have reliable transportation and be available to travel to donor meetings and events.

## **DESIRED ATTRIBUTES**

The successful candidate will possess...

- Strong interpersonal and communication skills, with the abilities to listen, engage, and inspire a wide range of stakeholders;
- A calm, organized, and relationship-building leadership style, who thrives collaborating within a small, but dynamic team, and who values fostering deep, meaningful relationships with colleagues, patrons, and musicians; and
- A sense of curiosity, resiliency, and flexibility to be able to adapt, respond, and guide a team calmly and thoughtfully in response to dynamic and evolving factors and priorities.

## **ADDITIONAL REQUIREMENTS**

- May be required to lift up to 30 pounds (such as boxes of music, chairs, music stands, etc.) either alone or with assistance.
- Must be available for occasional evening and weekend meetings, donor cultivation, and support for performances and special events. A flexible work scenario during those periods will be considered to accommodate this schedule.
- Must possess a valid driver's license and reliable transportation as this person may be required to drive to off-site locations and transport event-related supplies and materials between venues or meeting locations, as requested.

## **SALARY AND BENEFITS**

The Annual Salary range for this position is between \$100,000 and \$115,000, based on experience. The Pasadena Symphony Association covers 100% of fulltime employees medical, dental, and vision insurance benefits and provides optional participation in the company's 401(k)-retirement plan

(unmatched). The Association also offers fulltime exempt employees a generous flexible Paid Time Off (PTO) policy, and 10 paid holidays annually.

## **HOW TO APPLY**

Please email an attached cover letter and resume/CV to the attention of Andrew Brown, CEO, at [jobs@PasadenaSymphony-Pops.org](mailto:jobs@PasadenaSymphony-Pops.org), and include “Director of Development Position” in the subject line. Click [here](#) to view this position posting on our website.

## **ABOUT THE PASADENA SYMPHONY AND POPS**

Formed in 1928, the Pasadena Symphony and POPS is an ensemble of Hollywood’s most talented, sought-after musicians. With extensive credits in film, television, recording and the orchestral industry, the artists of the Pasadena Symphony and POPS are the most heard in the world.

The Pasadena Symphony and POPS performs in two of the most extraordinary venues in the United States: Ambassador Auditorium, known as the Carnegie Hall of the West (Pasadena Symphony), and the Los Angeles Arboretum & Botanic Garden (Pasadena POPS). The multi-platinum-selling, two-time EMMY and five-time GRAMMY Award-nominated entertainer dubbed “The Ambassador of the Great American Songbook,” Michael Feinstein, leads the POPS as Principal Pops Conductor, succeeding Marvin Hamlisch. The Pasadena Symphony is currently facilitating a multi-year national search for its next Music Director.

A hallmark of its robust education programs, the Pasadena Symphony Association has served the youth of the region for over five decades through the Pasadena Youth Symphony Orchestras (PYSO). PYSO offers supplemental in-class instruction within the Pasadena Unified School District and eleven performance ensembles, serving over 700 4th-12th grade students from all over Southern California. The PYSO has performed at venues across the globe as well as on the TV show *GLEE*.

## **An Equal Opportunity Employer**

The Pasadena Symphony Association is committed to creating a sense of belonging by providing broad access points to the world of symphonic music through our concert presentations, community engagement activities, and educational programs. We are committed to equity, and to fostering an environment of inclusion at our concerts, in our education programs, among our workforce and on our Board of Directors. Within this commitment, we strive to be a gathering place where people, regardless of background, feel welcomed to participate fully in the joy of live music. The Pasadena Symphony Association strives to reflect the broad culture of our community.

Visit [PasadenaSymphony-POPS.org](http://PasadenaSymphony-POPS.org) for more information.