

VICE PRESIDENT OF DEVELOPMENT

BASIC INFO

Job Title: Vice President of Development

Location: Irvine, CA, (on-site)

Enrollment Type: Full-time, exempt

Department: Development

Primary Reporting to: President and Artistic Director

Supervisor to: 4 direct reports: Senior Director of Development/Annual Fund Director, Patron Stewardship Manager, Special Events Manager, and Development Coordinator

Salary: Commensurate with Experience

Benefits: Medical, Vision and Dental insurance, 403(b) contribution plan available.

POSITION OVERVIEW:

The Philharmonic Society of Orange County seeks an experienced Development professional who will lead and expand a multi-faceted fundraising program that includes annual, capital, endowment, and legacy gifts. The **Vice President of Development** (VP) reports directly to the President and Artistic Director and is a key member of the Senior Leadership Team, and an active participant in making strategic decisions affecting the Philharmonic Society of Orange County.

ABOUT THE PHILHARMONIC SOCIETY OF ORANGE COUNTY:

Founded in 1954 as Orange County's first music organization, the **Philharmonic Society** presents the world's greatest symphony orchestras, chamber ensembles, soloists and international artists. The performances take place at various venues in Orange County, including the world-class Renée and Henry Segerstrom Concert Hall at Segerstrom Center for the Arts, the Irvine Barclay Theatre, and Soka Performing Arts Center.

The Philharmonic Society's nationally recognized **Youth Music Education Programs**, offered free of charge, engage more than 100,000 students annually through curriculum-based music education programs that aim to inspire, expand imaginations, and encourage learning at all levels. These programs are made possible by the **Committees of the Philharmonic Society** comprised of 600 volunteer members who provide more than 70,000 hours of in-kind service each year. As a key youth program, the **Orange County Youth Symphony & String Ensemble** (OCYS/E) provides top-tier training to the area's most talented young musicians through multi-level ensemble instruction, leadership training, touring opportunities, challenging professional repertoire, and performances in world-class venues. The Philharmonic Society also promotes life-long learning by connecting with colleges and universities to conduct masterclasses and workshops and providing pre-concert lectures to introduce audiences to program selections.

OUR MISSION

The mission of the Philharmonic Society of Orange County is to foster an appreciation for music by presenting national and international performances of the highest quality while also providing dynamic and innovative music education programs for individuals of all ages.

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JOB DESCRIPTION

The **Vice President of Development** (VP) will be instrumental in engaging the Board of Directors, the President and Artistic Director, and the executive team in the creation and implementation of a long-term fund development strategy that can sustain and strengthen all fundraising and development needs for the entire organization. The VP will help forge new relationships to build the organization's visibility, impact and financial resources. Additionally, the VP will design and implement a comprehensive plan for developing key external alliances by cultivating individual and philanthropic support and advancing a culture of philanthropy within the organization. In partnership with the President and Artistic Director, they will lead and manage the philanthropy strategy for the entire organization to rigorously engage new foundations, corporations, and individual donors, growing resources and securing funders to provide a deep investment in program expansion, as well as policy and evaluation efforts.

The VP will have primary responsibility for establishing and implementing the infrastructure needed to support a growing \$5M budget, grow the Annual Fund and oversee ongoing Campaign efforts for the permanent endowment through the solicitation of major gifts, federal and state grants, special events, and corporate and foundation support. As the Philharmonic Society approaches its 75th Anniversary in 2028-2029, efforts directed at growing the permanent Foundation assets will be a key focus.

The VP will ideally have significant experience developing and managing a high-performing team to achieve bold annual fundraising goals, improving systems and processes, and demonstrating financial acumen. The VP will effectively represent the organization's development interests to internal and external constituencies and will work in close collaboration with the President and Artistic Director and Board to achieve philanthropic goals and build a compelling and inspiring case for support.

Reporting to the President and Artistic Director, the VP supervises a four-person team: a Senior Director of Development/Annual Fund Director, Patron Stewardship Manager, Special Events Manager, and Development Coordinator. The VP works with the President and the Board to lead the achievement of fund development goals and strategy; to continue to strengthen the Society's fund development program; and to chart its course for the future. The Vice President of Development also works closely with the Vice President of Marketing to maintain the Society's brand with professional and consistent collateral, foster new community and corporate partnerships and cultivate new patrons and donors. The Vice President will collaborate with the Vice President of Education to further our reach with members of our volunteer committees and Orange County Youth Symphony families to deepen their engagement with the Philharmonic Society.

The Philharmonic Society believes in a personal approach to donor cultivation and stewardship. With an eye toward the future, we seek to expand our donor base through innovative fundraising strategies that are based on industry best practices. Our aim is to develop and deepen long-term relationships that will, in turn, promote long-term sustainability of the organization.

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This position requires a creative, collaborative and results-oriented leader whose passion for the Philharmonic Society and for live music is matched with strong leadership, outstanding interpersonal skills, crisp decision-making in the face of complex challenges, and a proven track record of non-profit fundraising.

KEY RESPONSIBILITIES:

- Develops, implements, and improves upon plans for overall fundraising development operations across the various programmatic areas of the Philharmonic Society
- Works closely with the President, Board Chair and volunteer leadership to coordinate and strategize around major gift fundraising including soliciting concert and project sponsorships
- Develops and maintains Board relationships; works with President to plan and implement Board giving campaign; trains and supports Board members in their role as ambassadors and relationship builders
- Supports and participates in the cultivation and recruitment of Board leaders and other key fundraising volunteers
- Identifies government, corporate and foundation grant opportunities that support the Philharmonic Society's mission and scope
- Oversees communications program and donor stewardship to support development efforts
- Provides regular reports and updates to the President and the Board regarding fund development activities and progress
- Directly develops and manages strategic plans related to acquisition, renewals, and increases across fundraising programs
- Focuses on proactive identification, cultivation, solicitation and stewardship of current and potential donors at all levels
- Utilizes and manages the donor database system (Tessitura) to track donor relationships
- Mentors and manages a team of development professionals, equipping them with appropriate donor cultivation, marketing/sponsorship, individual giving and institutional giving skills, knowledge, and experiences to achieve key performance objectives and fundraising goals

REQUIREMENTS & COMPETENCIES

Required qualifications and experience include:

- Equivalent of master's degree, or comparable experience. CFRE certification is a plus.
- Minimum 10 years of direct experience in the development and implementation of comprehensive fund development strategies for capital campaigns of various sizes and including annual fund, event and endowment elements, preferably for a performing arts organization.
- At least 7 years of supervisory experience, with a proven track record of successful management and retention of employees and experience establishing goals and metrics to evaluate strategies and team effectiveness.
- Requires proficiency in the use of computer-based fundraising management tools (Microsoft Word, Excel, Outlook and PowerPoint). Working knowledge of Tessitura preferred. Ability to embrace new technology.

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- Dynamic, strong and strategic institutional leader and fundraiser accustomed to setting and achieving aggressive fundraising goals.
- Ability to engender the trust and confidence of the President, Board, senior leadership team, staff and donors in achieving fully integrated philanthropy across the organization.
- Display a proven ability to lead staff through a department transition, including planning and organizing, evaluation and analysis, effective decision-making, motivating and supervising staff. Ability to work in a collaborative setting with a strong senior management team.
- Ability to perform difficult, highly complex, or highly technical projects. Requires broad conceptual judgment and initiative and to work with extremely sensitive and confidential data of major importance where utmost integrity is required.
- Ability to maintain a positive work atmosphere by behaving and communicating with internal and external contacts using a high degree of diplomacy and the ability to deal with and influence persons in all types of positions. Must be able to inspire trust in employees and potential donors alike.
- Exceptional writing, verbal, and presentation skills.
- Strategic thinker and proven fundraiser with strong organizational and budgeting skills.
- Knowledge of classical music and performing arts is preferred.

The ideal candidate will also possess the following competencies and abilities:

- **Leadership and Teamwork:**
 - **Mobilizes and inspires teams:** Effectively communicates a vision, fostering a sense of purpose and direction. Collaborates with diverse individuals, leveraging their strengths to achieve common goals.
- **Diplomacy and Interpersonal Skills:**
 - **Navigates complex situations with finesse:** Demonstrates tact and diplomacy when handling sensitive issues. Builds strong rapport and communicates effectively with people from all backgrounds.
- **Planning and Organizing, and Time and Priority Management:**
 - **Develops and executes strategic plans:** Creates clear courses of action to ensure efficient completion of projects. Prioritizes tasks effectively, meeting deadlines while delivering desired outcomes.
- **Resiliency:**
 - **Thrives under pressure:** Adapts quickly to setbacks, considering various options to move forward in a positive and encouraging manner.

Physical Requirements

- Frequently perform desk-based computer tasks, use telephone, and writing by hand
- Routine sitting, walking, standing, bending, squatting, kneeling
- Occasional lifting/carrying of loads weighing up to 30 pounds
- *The Philharmonic Society of Orange County will provide reasonable accommodation to any employee with a disability who requires accommodation to perform essential functions of his or her job.*



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COVID Vaccination Requirement

The Philharmonic Society of Orange County is committed to protecting our staff and community. If hired, as a condition of employment, Candidates must have received or be willing to receive the COVID-19 vaccine by date of hire, unless granted a medical or religious accommodation for exemption from the vaccination requirement. This vaccination requirement will be handled in accordance with applicable laws and regulations.

COMPENSATION:

The expected pay range for this position is \$125,000-\$135,000, commensurate with qualifications and experience. The Philharmonic Society provides pay ranges representing its good faith estimate of what the organization reasonably expects to pay for a position. The pay offered to a selected candidate will be determined based on factors such as (but not limited to) the scope and responsibilities of the position, the qualifications of the selected candidate, organizational budget availability, internal equity, geographic location, and external market pay for comparable jobs.

Benefits:

Benefits offered include health, vision, dental, and 403(b) contribution plan.

Equal Opportunity Employer

The Philharmonic Society is committed to creating a diverse work environment and is proud to be an equal opportunity employer. The Society does not discriminate on the basis of race, color, national origin, sex, gender identity, religion, sexual orientation, age, disability, parental status, veteran status, or any other protected status under applicable laws. We encourage individuals of all backgrounds to apply.

APPLICATIONS:

Please submit a cover letter and resume to:

HR@philharmonicsociety.org

Please include in the subject line of your email: VPDEVO

Please submit materials in Adobe PDF or Microsoft Word format.

Submissions without a cover letter will not be considered.

Philharmonic Society of Orange County

Attn: Human Resources

1124 Main Street, Suite B

Irvine, CA 92614

Email: HR@philharmonicsociety.org

Website: www.philharmonicsociety.org