

Youth Symphony of Kansas City Employment Opportunity



Youth Symphony of Kansas City is pleased to welcome applicants for a full-time Director of Development position.

Position Summary

The Director of Development is responsible for the entire effective creation and execution of the Youth Symphony of Kansas City organization's contributed revenue strategy. Key relationships include those with individual donors, business leaders, foundation officers, board members, parents and alumni. The Director of Development works collaboratively with the Executive Director to define and achieve contributed revenue goals and liaises with the Development Committee of the Board of Directors.

Two part-time Development Associates round out the department and are direct reports to the Director of Development. The successful candidate will help shape the staffing, structure and alignment of duties within the department.

Organization Summary

Youth Symphony of Kansas City is a vibrant music education organization that challenges, educates and inspires students through meaningful and enriching musical experiences. The organization is in the midst of its 60th Anniversary Season. Through its four full orchestras and string programs, approximately 450 students participate annually, bringing live symphonic music to more than 15,000 in free concerts throughout the Kansas City Metropolitan Area.

Students audition annually to participate in the program. In the most recent audition cycle, more than 700 musicians auditioned. Students perform concerts for community-wide audiences in venues such as Helzberg Hall at the Kauffman Center for the Performing Arts, Yardley Hall, the Gem Theater and others throughout the area. In April 2015, the organization relocated its administrative offices to the bustling Crossroads Arts District. In June 2018, 100 musicians participated in the Youth Symphony's Austria Tour – its second international tour in three years.

At a time when some smaller arts organizations have struggled, Youth Symphony of Kansas City is thriving. Notably, the number of musicians auditioning has increased by 81% since 2011. Collaborations with area professional arts organizations and educational institutions routinely supplement core programming.

Organization Core Values

Education
Excellence
Opportunity
Relevance

Youth Symphony of Kansas City

Position Description



Position Title: Director of Development
Structure: Full-Time, exempt
Supervisor: Executive Director
Supervises: Development Associates (2, part-time)

Primary Duties

Fund Development

- Create and execute process/strategy to research, qualify and solicit contributions from individuals, corporations, foundations and government sources in order to achieve annual and special campaign goals
- Create a comprehensive development calendar including deadlines and necessary resources; plan and execute individual annual fund appeal, planned giving program and other special appeals/campaigns as well as donor engagement and stewardship plans
- Design and implement corporate and individual sponsorship program
- Maintain and develop relationships with foundation officers, oversee grant writing and reporting
- Plan, execute and attend all donor-related initiatives including meetings, receptions, events, etc.
- Develop and oversee parent and alumni engagement strategy
- Initiate calls with area businesses and companies with which Youth Symphony has a tangential relationship through parents of musicians, alumni and others; discern opportunity for collaboration between organization and businesses

Management

- In coordination with Executive Director, shape appropriate, achievable contributed revenue goals to be used for annual budgeting and campaign purposes, based upon program and organizational needs and growth
- Manage and review the work and priorities of the Development Associates; review and steer priorities of alumni and parent affinity groups, parent engagement and related campaigns
- Direct the design of all development mailings and materials, coordinate with Communications/Marketing Associate to ensure consistency among materials and messaging
- Serve as primary staff contact for Development Committee; work collaboratively with Board leadership and Executive Director in defining and steering the priorities of the committee

Administrative/Other

- Collaborate and communicate regularly with Director of Operations, Communications/Marketing Associate and Executive Director in order to ensure development initiatives and aspects are as fully integrated into the organization's ecosystem as possible
- Record donor interactions and stewardship activities in donor database (Salesforce)
- Attend and provide written and/or oral reports at meetings of the Board of Directors and other committees as requested by Executive Director
- Attend concerts, rehearsals and special events as requested by Executive Director
- Perform other duties as assigned

Desired Qualifications

- **REQUIRED:** Bachelor's degree, a minimum of five years of successful previous professional fund development experience in a non-profit organization; **PREFERRED:** previous experience in development in a senior leadership position
- Accountable, professional and self-aware
- Excellent oral and written communication skills; excellent interpersonal and listening skills
- Previous experience in building cases for support
- Ability to initiate relationships with constituents at all levels: donors, parents, alumni, business leaders, community members
- Ability to initiate relationship-building calls to prospective and past constituents
- Sense of humor, flexibility
- Advanced computer abilities or ability to become proficient in Microsoft Excel, Microsoft Word, Microsoft Publisher, Microsoft PowerPoint, Google Apps, Salesforce; working knowledge of general database management principles

Compensation, Benefits and Workload

Compensation: \$55,000-65,000, depending on qualifications

Benefits: Insurance: Health/Dental/Vision (90% of premium is employer-funded, 10% of premium is employee-funded) Long Term Disability Insurance is also available (100% employee-funded.)

Youth Symphony of Kansas City is a family-friendly workplace with flex-time and family leave provided as necessary.

Workload: This position is a full-time, salaried position, with a general workweek structure of 9 a.m. - 5 p.m., Monday-Friday. Evening and weekend hours – in particular, Sunday afternoons – are required intermittently and counted as flex-time from within the regular workweek. Offers of employment are conditional upon a successful criminal background check. This process will be executed during the final stages of the hiring process.

To apply: Send a letter of application, resume and a minimum of one personal and three professional references via email to hr@youthsymphonykc.org. Materials should be in PDF or Microsoft Word format. No phone calls, please. Applications are held in strict confidence.

Priority Review Deadline: Friday, April 12, 2019; applications will be accepted until position is filled

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