



Director of Development and Community Relations

Position Summary

The Waterloo-Cedar Falls Symphony Orchestra (*wcfsymphony*) is seeking a dynamic individual to oversee the fundraising activities of the organization, manage relationships with members of the Board of Directors and key community leaders, and take the lead in planning donor and sponsor stewardship events and communications. Their duties will include planning fundraising events, interacting with former donors and Board members to encourage ongoing contributions to the symphony, and seeking out opportunities for financial support of concerts and organizational operations through sponsorships. This position reports directly to the Executive Director and collaborates with the Artistic Director of *wcfsymphony*.

FSLA Status: Full-time, exempt

Pay Range: \$45,000-\$55,000, commensurate to experience

Benefits: Simple IRA with 3% match, Health Insurance with an HSA, 2 Weeks Paid Time Off + Holidays, tickets to all concerts

Organizational Overview

wcfsymphony is a professional orchestra based in Waterloo-Cedar Falls, Iowa. Our mission is sharing live music, championing innovation, and celebrating our common humanity. We do this with inventive, contemporary approaches to ensemble performance which engage audiences meaningfully in live music.

The Courier hails our 'innovative programming, inventive collaborations and interesting, sometimes surprising twists [which] make each concert a musical adventure.' Our striking multimedia productions are unique among orchestras, the most notable examples being an ongoing series of collaborations with Artistic Director Jason Weinberger's production company, The New Live.

KEY Responsibilities

Managing the Fundraising Activities of the wcfsymphony – 60%

- Implements and monitors a comprehensive fundraising plan to expand philanthropic support of the organization including using income and expense cycles to guide fundraising campaign decisions.
- Actively pursues and manages corporate and individual leads, including concert sponsors.
- Maintains and develops donor database through Blackbaud Raiser's Edge to optimize fundraising opportunities.
- Implements annual appeals to individual donors in order to meet budgeted goals.
- Acts as the primary source of contact for funding, donations, and fundraising events inquiries.
- Offering guidance to Board members

Community Outreach and Relations – 25%

- Develops strong relationships within the community to foster a positive image with companies, schools, civic organizations and individuals.
- Performs networking at selected community and leadership events.
- Fosters strong donor and sponsor stewardship.
- Plan and execute fundraising and donor relation events.
- Creates and distributes donor acknowledgements.
- Participate in community social and volunteer organizations (e.g. Rotary, Association of Fundraising Professionals, etc.).

Board of Directors Relations – 10%

- Serve a key role in identifying potential Board members.
- Oversee the activities of the Annual Fund and Membership Development Committees of the Board.
- Attend all Board of Directors Meetings.

Other Duties – 5%

- Provides input into strategic decisions that affect the functional area of responsibility.
- Other duties as assigned.

Skills/Abilities

Bachelor's Degree plus at least three years of related experience required (relevant student experience considered may be considered).

Ability to prioritize and manage multiple tasks, to analyze and solve complex problems, and to exercise sound judgment.

A desire to continually learn and develop professionally while exhibiting respect for diverse viewpoints.

Strong interpersonal skills, including the ability to build relationships with diverse populations.

Excellent communication skills, including verbal, written, and public speaking.

Creativity and a strong sense of integrity are important.

The ability to create and implement systems and processes.

Strong team player.

Proficiency in Microsoft products.

Knowledge of Blackbaud Raiser's Edge a plus.

Grant writing experience a plus as well but not required.