



## **DEVELOPMENT MANAGER POSITION POSTING**

### **ORGANIZATION OVERVIEW**

The Valley Symphony Orchestra is a professional arts organization located in McAllen, Texas. The VSO staff support Maestro Peter Dabrowski and 70+ musicians in executing a season of performances that includes 5 subscription concerts, 6 education concerts, an annual fundraising gala and several special events. VSO staff are responsible for all marketing, producing, fundraising, financial management, and administrative matters of the organization. The VSO performs in McAllen's state of the art Performing Arts Center, a 1,750 seat venue situated among the city's convention center, shops, and restaurants. McAllen, a bi-national community located in the heart of the Rio Grande Valley, is located on the border of Texas and Mexico.

### **POSITION**

The Valley Symphony Orchestra seeks a Development Manager committed to the growth and advancement of the Symphony through fundraising of annual gifts and sponsorships from individuals, foundations, corporations, and government sources. In collaboration with the Executive Director and Board of Directors, the Development Manager oversees all aspects of fundraising and special events to support an overall annual goal of \$600,000+.

### **RESPONSIBILITIES**

- Develops and executes an annual fund development plan to meet organizational goals;
- Analyze results and effectiveness of development plan to develop results-driven strategy;
- Manages the day-to-day development operations, including oversight of Little Green Light database, outreach, gift administration and processing, stewardship and recognition, budgeting, grant reporting, and record keeping;
- Maintains accurate and complete records and files for assigned fundraising events, programs and activities and routinely reviews the status of each with the Executive Director;
- Cultivates and solicits new individual, corporate, and foundation supporters;

- Stewards individual, corporate, and foundation supporters at all levels of giving;
- Oversees the creation and management of fundraising events including Bravo! VSO, the annual gala event;
- Coordinates the development and production of collateral materials related to fundraising events, programs and activities;
- Manages marketing and promotion for all fundraising initiatives;
- Supports the Executive Director with Board engagement, including managing the Board Gala Committee;

Reports to the Executive Director.

## **QUALIFICATIONS**

The ideal candidate must be able to demonstrate they have:

- Passion for the Valley Symphony Orchestra's mission and the arts;
- Exemplary written and oral communication skills with the ability to connect a wide range of audiences with the Symphony's mission and activities;
- At least 3-4 years of fundraising experience;
- Proven track record of researching, engaging, soliciting, and maintaining relationships with stakeholders;
- Ability to self-motivate, work independently, and provide leadership when needed;
- Enthusiastic and creative problem-solving abilities;
- Ability to successfully address challenges and make decisions in alignment with strategic organizational objectives;
- Proven organizational, prioritization, and project management skills;
- Experience with Little Green Light a big plus;
- Spanish language skills preferred.

## **REQUIRED CHARACTERISTICS**

- High level of personal integrity with a commitment to transparency and accountability
- Ability to work as a trusted member of a team and take responsibility for shared outcomes
- Ability to work in a fast-paced environment and manage multiple priorities at once
- Ability to solve problems while communicating confidence to patrons, board members, and other key constituents
- Commitment to maintaining a professional standard of quality for the patron experience, VSO print and web communications, and interactions with stakeholders

## **TO APPLY**

This position is full time, and the flexibility to work some evenings and weekends is necessary. Benefits include paid vacation, sick time, and holidays, participation in the VSO's health, dental, and vision plans, cell phone stipend, and mileage reimbursement for during-work travel. Salary is commensurate with experience.

In order to be considered for the Development Manager position, please send the following to [hello@valleyorchestra.org](mailto:hello@valleyorchestra.org):

- A cover letter that includes a summary of your relevant experience and a specific explanation of why you are interested in working at the Valley Symphony Orchestra.
- A detailed resume
- A relevant writing sample

Please include your name and "Development Manager" in the subject line. Application review will begin January 17, 2022 and continue until the position is filled.

The Valley Symphony Orchestra is an equal opportunity employer. All applicants will be considered for employment without attention to race, color, religion, sex, sexual orientation, gender identity, national origin, veteran or disability status.

Last Updated: December 21, 2021