

VERMONT SYMPHONY ORCHESTRA DEVELOPMENT DIRECTOR

Job posting date: December 26, 2024

Join the VSO team for this full-time, hybrid remote/in-person position based in Burlington, VT.

Description: The Vermont Symphony Orchestra Development Director is responsible for the contributed revenue of this statewide arts organization, now in its 90th season. This position creates and implements a strategic plan to generate contributed revenue, all fundraising research, relationships, events, and reporting, and serves as a public-facing representative of the organization. The position includes a competitive salary, paid holiday, personal, and sick leave, single payer health insurance, short- and long-term disability, life and AD&D insurance, retirement contribution match, and parking in downtown Burlington.

Qualifications

The VSO's next Development Director has worked in philanthropy for at least five years. This person is self-motivated, professional, and an excellent communicator who is excited to connect donors with the VSO's music and education programs. The ideal candidate will have a successful track record of major gift solicitations, corporate relations, and grant writing with volunteer management as a plus.

VSO's next Development Director is a collaborative professional with fastidious attention to detail, the ability to follow through on plans, take ownership of projects and is a long-range thinker who can creatively match VSO's work with donor desires. They have a basic familiarity with classical music but love music of all kinds. They exemplify strong project management skills, are motivated by working in a small statewide arts environment and demonstrate discretion. A strong cultural understanding of Vermont is a plus, and a working knowledge of Microsoft Office, Adobe Creative Suite, WordPress, Constant Contact, Canva and Neon (or similar donor software program) is helpful.

Working conditions and physical demands: VSO administrative offices in downtown Burlington, VT are only accessible by stairs. Essential job functions include working both indoors and outdoors at a wide variety of venues with different levels of accessibility, the ability to lift at least 20 lbs., and the ability to drive a car (with ownership of/access to a reliable vehicle and possession of a valid drivers license).

General Responsibilities

- Execute an overarching, long-range development strategy and plan in line with the VSO's mission, vision, and values statement, and strategic plan.
- Devise, oversee, and report on the annual contributed income budget and cash flow.
- Manage pledges, contributions, communication, and reporting related to the VSO's endowed funds and external endowed funds that benefit the VSO.
- Work with the Executive Director to serve the organization's top-most donors and board members, identify new donors, and support related stewardship strategies.
- Work with marketing/public relations staff and contractors to manage and ensure sponsor recognition.
- Research, apply for, and report on grants to corporate, foundation, and government agencies.
- Maintain donor records within NeonCRM database.
- Determine, coordinate, and oversee fundraising events.
- Create and oversee communication materials that support the VSO's development efforts.
- Execute the annual appeal campaign.
- Represent the VSO at concerts and events around the state.

- Serve as staff point person for regional volunteer committee groups.

The candidate reports to the Executive Director and is supported by a part-time administrative support position. The candidate is expected to occasionally work irregular hours, weekends, and holidays aligned with VSO concerts and events. VSO staff and contractors work on a hybrid in-office/remote basis, with a minimum two days a week in the office (Tuesdays, and one other week day).

The VSO is an equal opportunity employer and will take affirmative action measures to ensure against discrimination on the basis of race, color, gender, gender expression, national origin, age, religion, creed, disability, veteran's status, criminal conviction, or sexual orientation. The VSO is committed to diversity and inclusion, and we aspire to build a diverse staff and community, including groups that are traditionally underrepresented. The VSO appreciates different personal and professional experiences and encourages applications even if not all listed qualifications are met.

Interested applicants should send a cover letter, resume, and three contactable, recent references to elise@vso.org. Please feel free to communicate any accessibility requirements.

Application review begins immediately; applications will be accepted until the position is filled. The successful candidate will need to be based within reasonable driving distance of Burlington, VT.