



## **OLYMPIA SYMPHONY ORCHESTRA**

**JOB TITLE: DEVELOPMENT DIRECTOR**

**LOCATION:** Olympia, Washington

**JOB TYPE:** Part-time (0.5 FTE, ave. 20 hrs/wk)

**REPORTS TO:** Executive Director

**APPLICATION DEADLINE:** Open until filled

### **ABOUT THE OLYMPIA SYMPHONY**

The Olympia Symphony Orchestra (OSO) is dedicated to enriching the cultural life of our community through the transformative power of music. With a commitment to excellence, innovation, and outreach, the OSO presents a dynamic season of concerts, educational programs, and community events under the leadership of Music Director Alexandra Arrieche. Our mission is to enrich, educate, and entertain an expanding audience, providing vibrant experiences that foster community and belonging. We are seeking a passionate and experienced Development Director to join our team and help drive our mission forward.

### **JOB SUMMARY**

The Development Director is responsible for planning, developing, and executing all fundraising and development activities for the Olympia Symphony Orchestra. This role requires a strategic thinker with a proven track record in fundraising, donor relations, and community engagement. The Development Director will work closely with the Executive Director, Board of Directors, and other staff to secure financial support from individuals, corporations, foundations, and government sources.

### **KEY RESPONSIBILITIES**

- **Fundraising Strategy and Implementation**
  - Develop and implement a comprehensive fundraising plan to meet short-term and long-term financial goals across a broad range of funding sources.
  - Identify, cultivate, solicit, and steward donors and sponsors.
  - Manage annual giving campaigns, including special events.
  - Research and maintain working knowledge of fundraising trends.
  
- **Donor Relations and Stewardship**
  - Build and maintain strong relationships with current and prospective donors.

- Oversee donor recognition and stewardship programs to ensure donors feel valued and engaged.
- Coordinate with the Executive Director and Board members on donor visits, meetings, and communications.
- **Grant Writing and Management**
  - Research and identify grant opportunities from foundations, corporations, and government sources.
  - Write compelling grant proposals and reports to secure and maintain funding.
  - Track and manage grant deadlines, requirements, and outcomes.
- **Special Events**
  - Plan and execute fundraising events, including annual galas and receptions.
  - Collaborate with event committees, volunteers, and vendors to ensure successful events.
  - Evaluate event outcomes and implement improvements for future events.
  - Attend civic and cultural events in the community, representing the OSO at public events as requested.
- **Marketing and Communications**
  - Work with the marketing team to create development-related content for newsletters, social media, and the website.
  - Develop and distribute donor communications, including impact reports and thank-you letters.
  - Promote a positive image of the OSO within the community.
- **Budget and Financial Management**
  - Develop and manage the development budget, ensuring efficient use of resources.
  - Track and report on fundraising progress and financial goals to the Executive Director and Board.
  - Ensure compliance with all relevant regulations and ethical standards in fundraising.

## **QUALIFICATIONS AND SKILLS**

- Minimum of 3 years of experience in fundraising and development, preferably in the arts or nonprofit sector.
- Proven track record of successful gift solicitation and grant writing.
- Excellent interpersonal, communication, and organizational skills.
- Ability to work independently and collaboratively within a team.
- Strong strategic thinking and problem-solving abilities.
- Proficiency in fundraising software and CRM systems.
- Passion for the arts and the mission of the Olympia Symphony Orchestra.

## **COMPENSATION AND BENEFITS**

- \$26-30/hr commensurate with qualifications and experience.
- Flexible work schedule, with the ability to set office hours and work from home as needed (regular in-person work is required).

- Ten paid holidays annually, plus one flexible personal holiday.
- Vacation and sick leave.
- Opportunities for professional development and growth.

### **APPLICATION PROCESS**

To apply, please submit a cover letter, resume, and a list of three professional references to [employment@olympiasymphony.org](mailto:employment@olympiasymphony.org). Applications will be reviewed on a rolling basis until the position is filled.

The Olympia Symphony Orchestra is an equal opportunity employer. We celebrate diversity and are committed to creating an inclusive environment for all employees.

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For more information about the Olympia Symphony Orchestra, visit <https://www.olympiasymphony.org>.

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