



HARTFORD
SYMPHONY
ORCHESTRA
Carolyn Kuan,
Music Director

POSITION DESCRIPTION

Position Title: Director of Development
Department: Development
Reports To: President & CEO
FLSA Status: Exempt, salary
Shift: Includes some evenings and weekends

BROAD FUNCTIONS:

Create and oversee the implementation of a strategic approach to fundraising to meet the organization's financial goals, enhance the mission and vision of the organization and serve as a member of the staff leadership team.

DUTIES AND RESPONSIBILITIES:

To perform this job successfully, help grow the organization and maximize its community impact, the individual must be committed to a high standard of excellence and perform the following duties satisfactorily.

- Create and implement an annual development plan and strategy to meet the organization's needs in partnership with the President and CEO.
- Direct comprehensive fundraising campaigns to produce approximately \$2.5 - \$3 million in annual operating support, including the following programs:
 - Annual Fund
 - Corporate Sponsorships
 - Foundation and Government Grants
 - Major Gifts
 - Planned Giving
 - Trade and In-Kind Donations
- Oversee and supervise (hire, train, manage, and evaluate) the Development staff which includes the Development Operations Senior Manager, Assistant Manager of Donor Engagement, and Development Coordinator.
- Plan, manage, and implement all phases of the Annual Fund campaign as well as act as major gift solicitor. Provide oversight to all research, cultivation, solicitation and stewardship requirements. Attend HSO concerts and events to support donor engagement.
- Work with the CEO, Development Committee and Board of Directors leadership to develop and implement a capital campaign as required. Engage in strategy sessions, assess staffing requirements, prepare speaking points, review strategies and track progress.
- Work with the Development Operations Senior Manager and other staff to help solicit and negotiate sponsorships and maintain positive relationships with all corporate partners; assist in following up on leads and preparing proposals.
- Work with the Development Operations Senior Manager and other staff to support the preparation of grant applications for corporations, foundations, and government agencies; assure final reports are produced on time, and funders are highly engaged.
- Work with the event consultant and gala committee to plan the annual fundraising event and oversee the execution of all cultivation events.
- Work to build and maintain critically important relationships with the Board of Directors, organization musicians, artistic leadership and community leaders.
- Work closely with the Chair of the Development Committee and committee personnel. Help staff the Committee, prepare reports, strategize committee engagement and maximize each committee member's contributions.
- Work closely with the Governance Committee to identify and recruit prospective Directors.
- Work with the CEO and Board leadership to support productive relationships with the Bushnell Performing Arts Center, Simsbury Meadows Performing Arts Center and other strategic community partners.
- Attend other civic and cultural events in the community; represent the Hartford Symphony Orchestra as requested.
- Perform other duties as assigned.

Education and/or Experience:

- Must have a bachelor's degree with a minimum of five years proven experience in direct fundraising and managing fundraising campaigns.
- Demonstrated record of success in generating significant commitments from individuals, corporations, foundations and government sources.
- Strong persuasive writing and budgetary skills.
- An excellent manager and leader.
- A visionary and strategic thinker who is goal oriented.
- Ability to initiate and build relationships with prospective donors and interact via telephone, online and in-person with funders, must be an excellent networker.
- Possess high standards of integrity, credibility, and reliability to articulate the needs, opportunities, and aspirations of the Hartford Symphony Orchestra with clarity and enthusiasm.
- Ability to maintain a high level of poise and professionalism in all circumstances.

Supervisory Responsibilities

Supervises Development Operations Senior Manager, Assistant Manager of Donor Engagement and Development Coordinator; additional staff as needed.

Other Skills and Abilities

Highly motivated to succeed, goal oriented and able to inspire confidence. Excellent written, verbal and interpersonal communication skills. Adept at building and maintaining strong staff. Ability to prioritize multiple responsibilities and to work under deadlines. Prior experience in event management or performing arts is desirable.

To perform the job successfully, an individual should demonstrate the following competencies:

Performance Competencies:

- **Emotional Intelligence:** The ability to identify, use, understand, and manage emotions in positive ways to relieve stress, communicate effectively, empathize with others, overcome challenges, and defuse conflict.
- **Stewardship:** Demonstrates integrity, accountability, and efficient stewardship of Symphony resources in a manner consistent with Symphony policies including The Symphony Standards of Ethical Conduct and Safety Policies.
- **Strategic Planning & Organizing:** Understands big picture and aligns priorities with broader goals, measures outcomes, solutions oriented, seeks alternatives and broad input; can see connections within complex issues.
- **Ethical Practice:** The ability to integrate core values, integrity, and accountability throughout operations and business planning.
- **Business Acumen:** Reacts positively to key developments in area of expertise that may affect the business. Leads programs in all major areas falling under area of control, with the ability to understand and apply information with which to contribute to the organization's business and strategic plan.
- **Relationship Management:** The ability to manage interactions to support and strengthen the organization. Gathers and analyzes customer feedback to assist in decision making.
- **Consultation:** The ability to provide guidance to organizational stakeholders by determining stakeholders needs, negotiating solutions
- **Global & Cultural Effectiveness:** Shows respect for people and their differences; promotes fairness and equity; engages the talents, experiences, and capabilities of others; fosters a sense of belonging; works to understand the perspectives of others; and creates opportunities for access and success.
- **Professionalism:** Sets the example. Stays current in terms of professional development. Contributes to and promotes the development of the organization through active participation in the community.
- **Self-Direction:** Independently establishes goals, deliverables, timelines, and budgets.
- **Business & Organization Knowledge** - Having knowledge of the HSO's business involves understanding our industry and how the incumbent's position and knowledge plays an important role in the success of the organization. It also includes the ability to acquire new knowledge of our industry and using this information to get things done.
- **Leadership** - Consistently accomplishes the expected objectives and takes on extra tasks or projects as necessary. Maintains a positive, achievement-oriented attitude and influences others to do the same. Takes initiative with and is proactive in approach to accomplishing tasks. Ability to make decisions and take actions consistent with organizational goals.
- **Fiscal Responsibility** – Utilizes finances, budgets, facilities, equipment, supplies, and materials efficiently and effectively to support the needs of the department and organization. Follows budget procedures and meets deadlines.
- **Supervision & Development of Employees** – Orients and trains employees and sets standards for work performance. Recognizes performance strengths and limitations of subordinates. Effectively directs performance management as a means of developing employees. Delegates authority as necessary and inspires staff to work toward common

Physical Demands: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The employee is occasionally required to stand and may occasionally lift and/or move up to 25 pounds.

Work Environment: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is usually moderate.

The above statements are intended to describe some specific duties and level of work being performed. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of personnel so classified.

The HSO is a Not-For-Profit, Equal Opportunity Employer, proud to serve Connecticut and its citizens. The Hartford Symphony Orchestra is committed to creating a diverse, equitable, and inclusive work environment, and strongly encourages BIPOC, members of the LGBTQ+ community, immigrants, and differently abled candidates to apply.

Please submit resumes to:

Hartford Symphony Orchestra
c/o The Symphony Human Resources Department
166 Capitol Avenue
Hartford, CT 06106
Or email to: jobs@hartfordsymphony.org