



Director of Development

Posted: March 1, 2024
Location: Santa Fe, New Mexico
Position: Director of Development
Field: Arts Administration, Arts Management, Fundraising, Development
Salary Range: \$90,000 - \$120,000
Benefits: Health and dental insurance; paid time off/vacation; retirement plan
Website: <http://www.santafechambermusic.org>
Application Deadline: Until position filled.
Employment Level: Full-time

POSITION SUMMARY

The Director of Development (DOD) is responsible for envisioning, planning, implementing, overseeing, and assessing The Santa Fe Chamber Music Festival's fundraising plans in support of the organization's artistic programming, community education programming, strategic vision, and future growth. Reporting to the Executive Director, the DOD will be responsible for securing contributed revenue through the Festival's ongoing fundraising initiatives; foundation, corporate, and government grants; special events; Board of Trustees, Advisory Council and Artists' Circle membership and major giving, including planned gifts; and donor stewardship programs. The DOD is also responsible for developing strategies for any future capital and endowment campaigns. The DOD will strengthen the culture of philanthropy at the Festival in partnership with the Executive Director, Artistic Director, Board of Trustees and Advisory Council, senior staff, and community to identify and cultivate new donors while energizing and stewarding the existing donor base.

This is a full-time position located in Santa Fe, New Mexico. This is not a hybrid or remote position. This position reports to the Executive Director.

PRIMARY ROLES AND RESPONSIBILITIES

Development Leadership and Planning

- Develop, coordinate and implement a comprehensive annual fundraising plan, including appeals, special events, membership levels, gifts and grants, sponsorships, endowment, capital and special projects, with goals, objectives, timelines and assigned responsibilities for senior staff and development staff.
- Create individual strategies for identifying, expanding, engaging, cultivating and stewarding individual stakeholders for operational and programmatic giving in partnership with the Executive Director and Board leadership, and in tandem with the development of the annual revenue and expense budget of SFCMF.
- Cultivate and maintain strong partnerships with the Board, major donors, foundations, public and government agencies, grantors, and corporate sponsors.
- Guide and cultivate the Artists' Circle membership by creating compelling opportunities for members while increasing the giving and benefit levels.
- Research funding sources locally and nationally in support of fundraising goals.
- Prepare grant/fundraising applications and follow up reports. Collaborate with the senior staff and grant contractors in preparing applications and reports.
- Maintain best practices in nonprofit governance, significant trends in philanthropy, and adapting fundraising strategies, as needed.
- Manage and engage the Development team while clearly defining their responsibilities and goals.
- Oversee the Development Events Manager and ensure that he/she is accountable, with attention paid to detail, exceptional and timely follow-through for all event and board and committee meeting communications.
- Oversee the Development Database Manager to ensure that systems and procedures to track, record, report, acknowledge and recognize all donations are kept current. Ensure with staff the accuracy and timeliness of all fundraising, prospect, and donor communications.
- Oversee, both monthly and annually, the financial reconciliation of all gifts, grants, sponsorships, special projects, and other development revenue generating projects with the Festival Controller and Development Database Manager.
- Prepare with the Festival Controller and Development Database Manager regular reports that track fundraising activity against budgeted developmental targets for the Executive Director and Board leadership.
- Maintain development files with the development staff to ensure all necessary records are available and up-to-date for development and auditing operations.
- Embrace other development leadership and planning responsibilities, as needed.

Board Engagement

- Partner with the Executive Director, Board President, and Chair of the Governance Committee to identify and recruit new board members, educate members about their role in advancing a culture of philanthropy, cultivate and solicit them for financial support, and leverage their respective networks to expand the donor base and community ambassadors for the Festival.

- Serve as the staff liaison to the Board, Development, Governance, and Gala committees devising strategies that create meaningful engagement for the community and patrons in support of the Festival.
- Participate in all other committee meetings to report on appropriate development activities that involve the Executive, Finance, Marketing and Education Committees and Endowment Foundation Board.
- Oversee and ensure efficient and timely development and distribution of agendas, reports and packets for all Board meetings, Board Committee meetings, and Endowment Foundation Board meetings.
- Embrace other board engagement responsibilities, as needed.

Team and Organizational Oversight

- Lead and oversee the development team in creating and promoting effective cultivation and solicitation opportunities.
- Partner with the Controller to ensure sound fiscal operation of the fundraising function, including timely, accurate, and comprehensive budgeting, monitoring, forecasting, reconciliation, and reporting of charitable contributions and department expenses.
- Collaborate with the Executive Director and Marketing contractors to ensure consistent messaging and outreach strategies resulting in unified fundraising efforts.
- Create a supportive, collaborative, productive, and healthy work environment based on respect, teamwork, and the equity, diversity and inclusion values of the Festival.
- Ensure the strategic management and use of the database and other development communication tools, coordinating communications with existing and potential donors to ensure the highest level of donor engagement and satisfaction.
- Ensure high-quality, individualized, and meaningful stewardship of donors, coordinating with the development and senior staff, Executive Director and Board of Trustees.
- Embrace other team and organizational oversight responsibilities, as needed.

TRAITS AND CHARACTERISTICS

The DOD will be a proven leader and confident development professional, with an affinity for the Santa Fe Chamber Music Festival’s mission and programs and a passion to positively impact the organization’s long-term success and vision. The individual will be goal-oriented and highly self-motivated, balancing both autonomy and collaboration with finesse. The DOD will be highly accountable with strong attention to detail, and exceptional and timely follow-through in partnership with the Executive Director, Artistic Director, Board of Trustees, and senior leadership. The individual will have the ability and cultural competence to build authentic relationships with people from diverse backgrounds, and have a strong commitment to diversity, equity, and inclusion.

Other key competencies include:

- **Leadership and Teamwork:** The ability to articulate a vision and create a sense of purpose for internal and external stakeholders, build trust by demonstrating respect and integrity, and create a sense of trust, order, direction and active participation among the board, staff, and other stakeholders to achieve collective goals.

- **Time and Priority Management:** The aptitude to ascertain competing priorities, resolve difficulties, overcome obstacles, and maximize the use of time and resources to attain the desired outcomes. The ability to manage requests from senior staff and members of the Board of Trustees in a timely manner by honoring due dates, travel schedules, and timelines.
- **Planning and Organizing:** The competence to identify and oversee all resources, tasks, systems, and people to establish courses of action to ensure work is completed effectively is congruent with the Festival's culture and completed in a timely manner. The ability to say no when needed, as well as the ability to accept graciously while reserving judgment, and respecting and understanding that some tasks need to be completed for the collective goals of the organization.

QUALIFICATIONS AND SKILLS

- Understanding of, and appreciation for, the performing arts with a specific passion for SFCMF's culture and programming
- A minimum of seven years of experience in progressively responsible development leadership roles at a comparable nonprofit
- A proven track record of fundraising for small to mid-size nonprofit arts organizations
- A clear understanding of all functional areas of development which include, but are not limited to, individual giving, institutional giving, ongoing appeals, foundation and government grants, membership programs, planned and endowment gifts, stewardship, board relations, event planning and MIS and analysis of information from an MIS system
- Proven success as a front-line cultivator and solicitor of major, transformational and planned gifts
- Proficiency in fundraising, ticketing and donor database software, Tessitura preferred, and MS Office suite
- Willingness and ability to attend evening and weekend performances and events throughout the calendar year
- Superior internal and external communication and interpersonal skills, both verbal and written
- Ability to create, maintain, and produce sensitive, confidential communications
- Commitment to ethical fundraising, collegiality, and teamwork
- An undergraduate degree and educational and experiential credentials supporting leadership acumen, organizational growth, arts and culture and community engagement. Advanced degree, such as Master of Arts Management and/or CFRE certification, a plus

COMPENSATION AND BENEFITS

The Santa Fe Chamber Music Festival offers competitive compensation based on the stated qualifications and experience. The anticipated annual salary range is estimated to be between \$90,000 - \$120,000. A generous benefits package including paid time off for specific holidays, paid vacation based on years of employment, a 403(b)-retirement program with a company match, health and dental insurance and workman's compensation insurance with a qualifying claim.

This position requires fulltime residency in New Mexico for the DOD to be fully immersed in the programs and mission (where is the mission statement?) of the Santa Fe Chamber Music Festival.

This position primarily involves sitting/standing. There is occasional lightwork that includes moving objects up to 40 pounds.

The Santa Fe Chamber Music Festival is an Equal Opportunity Employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, gender, gender identity or expression, sexual orientation, national origin, genetics, pregnancy, disability, age, veteran status, or other characteristics.

APPLICATION INSTRUCTIONS

Electronic submission preferred. Please submit a letter of interest and resume highlighting relevant and demonstrable accomplishments to: dkitto@sfcmf.org

Subject line: SFCMF DEVELOPMENT DIRECTOR

For questions and general inquiries about this job, please contact: dkitto@sfcmf.org

No phone calls please.