



Director of Development

SFCMF Mission: To bring together the world's finest musicians to perform chamber music in all its forms; To build a broad and knowledgeable audience of all ages; To provide diverse educational opportunities; and, To enhance the cultural environment of Santa Fe and New Mexico.

Website: <http://www.santafechambermusic.org>

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 Trustee, 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.

As a member of the senior team, 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 all internal and external constituencies.

PRIMARY ROLES AND RESPONSIBILITIES

- 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 participation, as well as the giving and benefit levels.
- Write proposals for foundation, corporate, and government grants and ensure timely and accurate reporting.
- Manage and engage the Development team while clearly defining their responsibilities and goals.
- Develop and monitor the annual development budget including revenue goals and expenses. Oversee, both monthly and annually, the financial reconciliation of all gifts, grants, sponsorships, special projects, and other development revenue generating projects
- 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.

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 with a proven track record of fundraising in progressively responsible development leadership roles at a comparable nonprofit
- 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, 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.

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.

Salary Range \$100,000-\$120,000 Commensurate with experience
Health and dental insurance; paid time off/vacation; retirement plan.

Application Deadline: Resumes accepted until position is filled.
Electronic submission preferred. Please submit a letter of interest and resume highlighting relevant and demonstrable accomplishments to: cderringer@sfcmf.org
Subject line: SFCMF DEVELOPMENT DIRECTOR
No phone calls please.