



**Job Title:** Development Manager

**Location:** Kingsport, TN

**Organization:** Symphony of the Mountains

**Job Type:** Full-Time, Exempt

## **About Symphony of the Mountains**

Symphony of the Mountains is a renowned regional symphony dedicated to enriching the cultural landscape of our community through exceptional musical performances, educational programs, and community outreach. We are committed to making symphonic music entertaining and accessible to all while fostering a deep appreciation for the arts throughout Northeast Tennessee, Southwest Virginia, and Western North Carolina.

## **Job Overview**

The Development Manager will play a critical role in expanding and diversifying our audience base and securing the financial resources necessary to support our mission. This dynamic position requires a creative and strategic thinker with a passion for the arts, a strong background in fundraising, and excellent communication skills.

## **Key Responsibilities**

### **Audience Development:**

- Develop and implement strategies to grow and diversify the symphony's audience.
- Analyze audience data to identify trends and opportunities for growth.
- Plan and coordinate special events and community outreach initiatives to attract new audiences.

### **Fundraising:**

- Develop and execute a comprehensive fundraising plan to meet annual revenue goals.
- Identify, cultivate, and solicit individual donors, corporate sponsors, and foundations.
- Write development related materials, including but not limited to solicitations and appeals, acknowledgement letters, stewardship communications, and event invitations.
- Plan and manage fundraising programs and events, including annual fund drive, annual gala, and benefit concerts.
- Research new grants and write compelling grant proposals and reports to secure funding from foundations and government agencies in collaboration with Executive Director.
- Manage all grants.
- Maintain accurate records of donor interactions and contributions using AudienceView.

### **Stakeholder Engagement:**

- Build and maintain strong relationships with donors, sponsors, community leaders, and other stakeholders.
- Provide exceptional stewardship to donors through regular communication, recognition, and engagement opportunities.
- Work with the Board of Directors and development committee to leverage their networks and support fundraising efforts.

### **Administration:**

- Prepare and manage the budget for audience development and fundraising activities.
- Track and report on the progress of fundraising campaigns and audience development initiatives.
- Ensure compliance with all relevant regulations and ethical standards in fundraising.

## **Qualifications**

- Bachelor's degree in Arts Administration, Marketing, Communications, or a related field.
- Minimum of 3-5 years of experience in fundraising, marketing, or audience development, preferably in the arts or non-profit sector.
- Proven track record of meeting or exceeding fundraising goals.
- Strong knowledge of grant writing and fundraising principles, practices, and techniques.
- Excellent interpersonal communication skills, both verbal and written.
- Proficiency in using CRM systems and other fundraising software.
- Proficiency in using social media platforms, especially Facebook and Instagram.
- Strong organizational and project management skills.
- Ability to thrive in a dynamic atmosphere. An enthusiastic, versatile, and candid individual with a proven ability to follow through.
- Ability to work evenings and weekends to accommodate the needs of the organization.
- Passion for symphonic music and the arts.

## **Benefits**

- Competitive salary commensurate with experience
- Disability insurance
- Group rate health, dental, and vision insurance offered
- Generous paid time off and holidays
- Opportunities for professional development and growth

## **How to Apply**

Interested candidates are invited to submit a resume, cover letter, and three professional references to [cassidy@symphonyofthemountains.org](mailto:cassidy@symphonyofthemountains.org) by September 1<sup>st</sup>, 2024. Please include "Development Manager Application" in the subject line.

*Symphony of the Mountains is an equal opportunity employer and encourages candidates from diverse backgrounds to apply.*