



Director of Development Position Description

Position:	Director of Development
Status:	Full-time / Regular / Exempt, Salaried
Reports to:	President & CEO
Supervises:	Individual Giving Manager

POSITION DESCRIPTION

Pacific Chorale, the GRAMMY Award-winning resident chorus of Segerstrom Center for the Arts in Costa Mesa, CA seeks a qualified nonprofit development professional to serve as its **Director of Development**. The Director of Development collaborates with the President to identify, cultivate, and engage Pacific Chorale's patrons to achieve our \$2 million annual fundraising goals and to build and nurture a thriving community of passionate supporters. This person is charged with developing and leading the annual fundraising plan, including guiding the annual fund campaign and facilitating major gift solicitation and stewardship. In addition, this person will plan and manage the Chorale's annual major fundraising events and several other small donor cultivation and stewardship events throughout the year.

This position demands a very hands-on role, perfect for the fundraiser who is confident soliciting major donors, while also comfortable preparing mailings, combing the database, and managing the minutia of a small development department. Qualified candidates will bring an entrepreneurial approach to enlist new strategies to acquire, renew, retain, and recognize our valued patrons. They will have a demonstrated record of retaining and stewarding current major donors and cultivating new donors. They will possess a deep knowledge and understanding of leveraging CRM platforms as a development resource, preferably with experience working with the Tessitura system. This dynamic fundraising professional will be a seasoned, unflappable development leader who thrives working in a highly collaborative team environment and interfacing with highly passionate and dedicated patrons.

POSITION RESPONSIBILITIES

Development Planning and Strategy

- Help foster a culture of philanthropy across the organization.
- Develop and execute annual fundraising plan and set long-term strategies to increase Pacific Chorale's donor base and levels of contributed revenue across all areas of philanthropic support.
- Lead all aspects of the Development Department's donor prospecting, cultivation, solicitation, and stewardship.
- Develop and monitor the Development Department's annual expenses and contributed revenue budget and goals.

Fundraising

- Develop and manage a portfolio of major gift, campaign, and planned giving donors and prospects.
- Supervise the Individual Giving Manager to strengthen a growing annual fund base, including donor communications, timely gift acknowledgements, moves management, and donor recognition and benefits management.
- Collaborate with the Marketing and Development teams to create compelling patron communication and solicitation materials and maintain the content of the Chorale's development sections of the website.

Donor Research & Prospecting

- Collaborate with the Vice President on prospect identification, grant preparation, research, and reporting for institutional grant applications and reporting.
- Maintain Tessitura Patron database, files and records including current contact info, gift records, transactional history, donor acknowledgements and correspondences.

Community Engagement

- Serve as a philanthropy resource for the Board of Directors; attend Board meetings and steward their personal giving and community engagement.
- Attend concerts, events, and select rehearsals to develop relationships with our Board, patrons, and singers.
- Serve as an ambassador of Pacific Chorale within the broad Orange County arts and philanthropic communities.

Special Events Management

- Lead planning and management of annual major fundraising events including Opening Night Reception, Annual Gala, and other small salon/donor events.
- Develop and monitor event production budgets, manage the Gala committee, and engage and manage event designers, vendors, and volunteers.

Other reasonable duties as assigned.

QUALIFICATIONS AND EXPERIENCE

- Progressive experience leading nonprofit fundraising, preferably in the performing arts
- Demonstrated experience with Tessitura or similar CRM platform (such as Raiser's Edge or Patron Manager) required
- Excellent interpersonal verbal and written communication skills
- Proficient in PC-based Microsoft Office applications: Excel, Word, PowerPoint, and email
- Must be a self-directed individual who values contributing within a small, but highly collaborative, motivated, and dedicated team
- Must possess a high degree of tact, professionalism, and discretion interfacing with a wide range of professional and volunteer musicians, Board members, patrons, and community leaders
- Knowledge of classical music and music education strongly encouraged
- Must have reliable, independent transportation as this person may be required to visit locations away from the primary office to meet with donors and to support concerts and special events
- May be requested to lift and transport boxes and/or event supplies up to 30 pounds between the office, off-site storage units, and event venues

WORK ENVIRONMENT

Pacific Chorale's administrative offices are open Monday - Friday, 9 am - 5 pm. Occasional weekends and evenings will be required to support concerts, special events, and for individual donor cultivation and stewardship. The Pacific Chorale administrative office operates under a hybrid office/work-from-home model. Flexible work setup and schedule may be available, but this position will require in-person attendance for some meetings at the office, attendance at performances and donor and community events, and individual donor meetings. All employees are currently required to be fully vaccinated against the COVID-19 virus.

COMPENSATION AND BENEFITS

The salary range for this position is \$110,000 - \$130,000, commensurate with the candidate's experience and qualifications. Pacific Chorale also provides fully paid health, vision, and dental insurance for all full-time employees, paid vacation, recognized national holidays, a one-week paid closure during the year-end holidays, and paid sick time. There is a non-matching 403(b) retirement program available.

APPLICATION PROCESS

To apply for this position, visit: https://pacificchorale.formstack.com/forms/employment_application to submit the online application form for the "Director of Development" position and to upload a cover letter highlighting your relevant experience and interest for this position and current résumé or CV. Please attach all documents as .doc or .pdf formats.

ABOUT PACIFIC CHORALE

The mission of Pacific Chorale is to inspire our community through artistry and innovation in choral music performances and education programs.

Located in Costa Mesa, California, the GRAMMY-winning Pacific Chorale has delighted national and international audiences with concerts of great choral music performed at the highest musical standards since 1968. Under the artistic leadership of Robert Istad, the organization produces a series of concerts each year at Segerstrom Center for the Arts, where it serves as the resident choir. Pacific Chorale is recognized for exceptional artistic expression, preserving, and performing classical choral music as well as presenting stimulating American- focused programming. In addition to its own substantial performance season and long-standing partnership with Pacific Symphony, the Chorale is sought regularly to perform with the nation's leading symphonies, having performed with such renowned American ensembles as the Los Angeles Philharmonic, the Boston Symphony, the National Symphony, San Diego Symphony, Los Angeles Chamber Orchestra, Philharmonia Baroque Orchestra, and Musica Angelica. In July 2023, Pacific Chorale will tour Germany, Austria, and England.

For more information about Pacific Chorale, please visit www.pacificchorale.org.

Pacific Chorale is an Equal Employment Opportunity Employer and actively and enthusiastically seeks a diverse pool of candidates.