

## Palm Beach Symphony Director of Development

***The CEO and Board seek a proven relationship-builder and fundraising strategist to personally drive donor solicitations and to engage other staff, artists, educators and Board members in outreach to individual, business and foundation donors.***

Founded in 1974, [Palm Beach Symphony](#) is one of the southeast region's most important orchestras. The Symphony is known for its diverse repertoire, exciting performances and programs, and commitment to community engagement that connects with audiences of all ages and backgrounds. The organization has a history of extraordinarily strong Board leadership and financial support, with individuals helping to transform and elevate the organization's art, programs and artists. Notable among these leaders are Ethel S. Stone, who served as Board Chair for 23 years; John and Joan Tighe; and Dale McNulty, who served as Board President for 13 years and provided passionate and expert leadership that was vital in transitioning the Symphony into the world-class orchestra it is today. Together these and other Board leaders helped to professionalize the symphony by establishing a very strong governance Board, year-round administrative staff, and an endowment fund. Today's Board is similarly dedicated to collaborating with the CEO and team to assure the financial strength of Palm Beach Symphony.

In 2019 the Symphony relocated to West Palm Beach and appointed [Maestro Gerard Schwarz](#) as Music Director, in the process expanding its mission and integrating with the Downtown West Palm Beach Business District. The quality of symphony performances, its educational and other programming, and diverse collaborations with partners (including the Palm Beach School District and the Cultural Council) have allowed Palm Beach Symphony to reach new audiences for classical music. 72,000 students are annually exposed to Palm Beach Symphony through its various programs, over 100,000 people experience the Sounds of the Season holiday concert broadcast through its broadcast partnership, and the Symphony received the 2020 Muse Award for Outstanding Community Engagement.

The 2023-24 season marked Palm Beach Symphony's 50th anniversary, and the impact of the organization on the community is outlined in its [Annual Impact Report](#). With a mission to engage, educate, and entertain the greater community of the Palm Beaches through live performances of inspiring orchestral music, Palm Beach Symphony continues to evolve its repertoire, ensemble, guest performances, programs and services to the community.

[David McClymont](#) was appointed as Chief Executive Officer in 2014, and with the Music Director and Board has strengthened and stewarded Palm Beach Symphony in every respect. McClymont erased the orchestra's deficit in his first year, delivered a positive balance sheet in successive years, and doubled the organization's revenue in five years. The Symphony's current operating budget is \$4.5M with approximately 60% derived from fundraising activities. A new strategic plan has been approved. Its operating objectives include broadening the orchestra's presence, repertoire, programs, impact, artistic and staff leadership and operating infrastructure. The plan's advancement objectives include increased focus on individual solicitations, close monitoring of fundraising event ROI, support of the Board Development Committee's solicitation efforts, pursuit of major multi-year gifts, increased foundation funding for education programs, and to strengthen the planned giving program.

***The CEO envisions the Development Director as having a key role in advancing the strategic plan. This leader will help donors and friends of the symphony to join the family and contribute to PBS artists, programs, infrastructure and financial strength.***

**BASIC FUNCTION**

Reporting to the CEO, and working closely with members of the senior staff and Board members, the Director is a member of the executive team and provides day-to-day leadership, management and coordination of all fundraising activities. This includes targeting all major gift individual and institutional fundraising efforts, capital and endowment campaigns, designated giving campaigns, planned giving fundraising, mass outreach and solicitation efforts, event-based fundraising, and donor recognition, retention and stewardship.

The Director will be a personally involved fundraiser and relationship builder responsible for specific fundraising targets delivered through an “all hands on deck” approach that engages willing members of the Board and professional and artistic staff in solicitation efforts.

The Director will review the current fundraising support infrastructure to ensure that the organization can respond quickly, effectively, creatively and contextually to long-term financial requirements and short-term operating needs. They will oversee the delivery of a high-touch stewardship and donor recognition program and will interact regularly with major donors. The Director will represent Palm Beach Symphony at most social functions and other events in the community that include potential donors to the Symphony.

The Director will collaborate closely with the Chair of the Development Committee to evolve the fundraising capabilities of the Board, and will work closely with individual Board members to secure contributed revenue. Additionally, the Director will execute the following responsibilities on an ongoing basis:

- In collaboration with the CEO, evolve and update the fundraising plan that includes donor segmentation, objectives by donor category, success metrics, identification of staff and trustees who will be actively involved in fundraising, and definition of roles fundraising goals;
- Implement a more systematic approach to prospecting, donor cultivation and patron engagement;
- In partnership with Marketing, ensure that data is shared and harvested to optimize contributed revenue and earned revenue from ticket sales;
- Manage and personally engage in solicitation and stewardship activities in collaboration with the CEO, Music Director, Development Committee Chair, other staff, and members of the Board; grow annual funding revenue and endowment corpus;
- Cultivate and manage the foundation landscape that functions as a vehicle for major gift-giving by individuals (including Community Foundations and certain private family foundations), and foundations that give to advance classical music, music education, or regional causes. Write grant proposals and identify potential grant sources;
- Demonstrate the ability to act independently, including making calls, setting appointments, and arranging meetings autonomously, leveraging existing staff resources until substantial funds are secured;
- Be confident and comfortable with making cold calls and engaging directly with affluent and influential individuals;
- Collaborate with the CEO and the finance team in the preparation of annual operating plans and budgets, incorporating fundraising projections into the budget of the organization;
- Retain, recruit, and inspire a small multicultural team of development professionals with appropriate balance of skills, experiences, backgrounds and sensibilities; establish work

plans, performance objectives and goals, regularly review performance and provide professional development and training;

- With the Chair of the Board, the Nominating and Governance Committee, and the CEO, identify potential and diverse Trustee candidates who can help the Board reach its fundraising objectives.

For the first four months, the Director's immediate priorities are to:

- Thoroughly understand Palm Beach Symphony – its history, culture, traditions, programs, personalities, constituencies and governance structure; understand its base of financial support and the short and long-term funding requirements of all segments of the organization;
- Develop strong relationships with, and secure the trust and confidence of, the CEO, Music Director, Board Chair, the Chair of the Board's Development Committees, the senior team and development staff, key funders, Board members, influencers, and others critical to individual and institutional fundraising efforts;
- Ensure PBS's messaging, image, and branding is clear and applied consistently to all materials; review all development collateral, emails, website and social media messages, printed materials, grant proposals, etc.;
- Immediately assess the "state of play" of in-process fundraising efforts and provide support for those efforts as needed; assume a hands-on leadership role in the identification, cultivation and solicitation of major gifts;
- Recruit, manage, and develop a multicultural team whose skills and experiences will ensure that fundraising goals are met;
- Use data, trends, individual and corporate contacts, and knowledge of the community to develop strategies to expand the current base of philanthropic revenue;
- Manage planned giving, including deferred giving, estate planning, bequests, and other forms of inter-generational fundraising;
- Assure transparency; measure the success and report regularly on the progress of the development program; provide and present statistical analysis to the CEO, Board, and senior management on the success of various fundraising initiatives, in the process creating a sense of shared ownership.

### **DESIRED EXPERIENCE and QUALIFICATIONS**

The Director of Development should have the following experiences and qualifications:

- Substantial and proven experience attracting financial support from individuals, foundations, businesses, and/or government sources; demonstrated results in personally cultivating and sustaining donors;
- Broad-based knowledge of various development activities including: web, social media, direct mail, membership, proposal and grant development, planned giving, capital campaigns, event planning and management, direct solicitations, leveraging fundraising databases and support systems for donor segmentation, research and volunteer management;
- An exceptional communicator, both in writing and orally; an extrovert who gets energy from connecting with individuals and enjoys creating opportunities for engagement; one with

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social grace, honesty and integrity who can build enthusiasm for the art and artists of a symphony orchestra;

- Experience in motivating, directing, and managing staff, and in coordinating and supporting the fundraising activities of others; a good listener and strategist; an ability to forge mutually respectful and effective relationships with a diverse group of personalities sharing a passion for classical music; a track record of active engagement with donor, staff and community constituents of different ages, ethnicities, backgrounds and interests;
- Exceptional organizational skills: a keen ability to manage and juggle competing priorities; excellent follow-through and attention to detail; a resourceful individual with a high energy level and can-do attitude; a self-starter, problem solver, strategic and big-picture thinker.

***The Director of Development role involves an intense focus on direct solicitation and leveraging others to solicit directly. Planning is fine; asking is better.***

**AN EQUAL OPPORTUNITY EMPLOYER**

Palm Beach Symphony Orchestra is an Equal Opportunity Employer that does not discriminate on the basis of actual or perceived race, color, creed, religion, national origin, ancestry, citizenship status, age, sex or gender (including pregnancy, childbirth and pregnancy-related conditions), gender identity or expression (including transgender status), sexual orientation, marital status, military service and veteran status, physical or mental disability, genetic information, or any other characteristic protected by applicable federal, state or local laws and ordinances. PBS's management team is dedicated to this policy with respect to recruitment, hiring, placement, promotion, transfer, training, compensation, benefits, employee activities, access to facilities and programs and general treatment during employment.

Compensation for the Director of Development position is currently set at \$135,000 to \$175,000 with comprehensive benefits. The position works on location, full-time in West Palm Beach.

To apply, nominate others, or for further information, please contact:

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