



the phoenix symphony

TITLE: Chief Development Officer
REPORTS TO: President & CEO
DIRECT REPORTS: Director of Major and Planned Gifts
Annual Fund Manager
Development Data Analyst

The Chief Development Officer (CDO) will provide the leadership necessary to guide The Phoenix Symphony to a new level of financial strength and philanthropic support. This position is responsible for overseeing the planning, coordinating, and administering of all development activities including major gifts, principal gifts, corporate giving and sponsorship, foundation and government relations, special events, planned giving, and capital campaigns.

The ideal candidate will bring extensive experience in regular annual fundraising activities, an understanding of audience development and its relationship to fundraising success, board relations, and campaign expertise. In addition, this position will be responsible for overseeing The Phoenix Symphony's recently launched capital campaign.

The CDO is a member of the executive leadership team, participating in both the strategic planning and the operational execution of The Phoenix Symphony. S/he works closely with the President and the Board of Directors in the creation, articulation, and implementation of organizational goals and objectives.

Specific Duties

- The Chief Development Officer creates and implements operating plans for the development department and for all development activities of The Phoenix Symphony, including, but not limited to: individual giving, institutional giving, volunteer programs and donor events, and donor and development services.
- The CDO evaluates progress in achieving financial and moves management objectives, identifies and aligns on a set of key metrics to evaluate success, monitors progress to goals, and responds to feedback to improve results.

- The CDO will be responsible and accountable for achieving or exceeding fiscal year department goals in addition to achieving and exceeding personal portfolio goals.
- The CDO works closely with and supports fundraising activity of the Board of Directors, attends and participates in the Development Committee of the Board, and serves as primary staff liaison to the Development and Nominating Committees of the Board.
- The CDO cultivates and nurtures relationships with top supporters to maximize philanthropic engagement with The Symphony. Additionally, the CDO leads staff, directors, volunteers, and others in similar relationship cultivation activities.
- The CDO develops and oversees systems, policies, and procedures designed to maximize effectiveness and efficiency of the development department and of development activities.
- The CDO provides overall leadership and support for the development office and its staff, including defining position responsibilities, hiring personnel, maintaining a performance review process, rewarding employees for performance, managing employee performance issues, addressing complaints, and resolving problems.
- The CDO acts as an ambassador, representing The Phoenix Symphony at public events locally, regionally, nationally, and internationally, which will include weekend and evening commitments.
- As part of overall responsibilities, the CDO will acquire new major gifts that are incremental to the annual fund, in addition to driving the Thrive Capital Campaign.

Education/Experience

- Bachelor's degree required, Master's preferred, with a minimum of 8 years' professional development experience in a nonprofit organization.
- A musical background is not required, but preferred.
- Must have demonstrated success in a senior development function that includes managing and forging relationships with multiple donor sources and multi-million dollar campaign success.
- Successful candidate must bring a high level of energy and passion for The Phoenix Symphony's mission, vision, and values.

Knowledge/Skills/Abilities

- Significant philanthropic and managerial success overseeing a major gift fundraising program and/or campaign, preferably in a cultural institution.
- Ability to construct, articulate, and implement annual and multi-year strategic plans.
- Successful cultivation and solicitation experience closing six- and seven-figure gifts from prospects and donors.
- Demonstrated experience in building donor relationships over time.

- Ability to interact positively and in a sensitive, personalized manner with major donors and leadership in person, via e-mail, and by phone.
- Experience in staffing key professional and volunteer roles.
- Strong organizational and time management skills with exceptional attention to detail.
- Excellent communication skills, both verbal and written, with a strong ability to influence and engage a wide range of donors and build long-term relationships.
- Flexible and adaptable style; a leader who can positively impact both strategic and tactical initiatives.
- Ability to work independently and as a team member who will productively engage with constituents and colleagues at every level of seniority.
- A professional and resourceful style that can take initiative and manage multiple tasks and projects simultaneously.
- Technological strength, including familiarity with donor management systems.
- Ability to set objectives, develop plans, and implement programs to achieve goals.
- Ability to travel, and to work nights and weekends. Valid driver's license required.

Please submit your letter of interest, resume and salary requirements to: Zena Lum at zlum@llsearches.com