

## **NMPhil Position Description Development Director**

The New Mexico Philharmonic, New Mexico's premier symphonic orchestra, presenting classical, pops, family and chamber-music concerts throughout the Land of Enchantment announces the position of Director of Development. Celebrating its 12th anniversary season in 2022-2023, NMPhil increases the cultural and economic vitality of the state and has broad recognition for its excellence. We embrace our state's and nation's cultural and musical diversity and enriches lives by providing excellent music, community engagement, and educational opportunities. Our values are Excellence in all our practices, Responsibility in all our actions, Service to all our communities, Centered on our artists, audience and patrons.

**Title:** Development Director

**Reports to:** NMPhil CEO

**Liaison to:** The Board of Directors

**Location:** Albuquerque, New Mexico

**Hours/Classification:** full-time, including evenings and weekends/Exempt

**The Opportunity:** NMPhil is seeking a passionate advocate for symphonic music to serve as its Development Director. This individual will be an outstanding fundraiser and communicator who will partner closely with NMPhil CEO to build a culture of philanthropy in the organization, working to secure all unearned income for NMPhil and its supporting organizations including the New Mexico Philharmonic Foundation. The incumbent will work primarily from the NMPhil office with virtual work possible as needs require.

### **Job Duties:**

- Serve as an ambassador for NMPhil to build and strengthen relationships between organizational stakeholders and NMPhil to maximize fundraising efforts
- Develop short- and long-term fund-raising strategies to successfully support NMPhil's strategic plan, programming and programmatic growth
- Help to develop and implement development calendar and solicitations to renewing, lapsed, and prospective donors
- Support stewardship and solicitation of donors, funders, and corporate sponsors by coordinating with CEO, staff and volunteers
- Work with Chair of Development Committee to organize and facilitate monthly meetings and assist with appropriate reporting to the Board and Executive Committees

- Arrange and participate in development meetings between appropriate NMPhil representatives (staff and volunteer) and prospective donors
- Engage with elected leaders at of City of Albuquerque, Bernalillo County and State of New Mexico to advocate for NMPhil interests
- Prepare and monitor grant submissions and grants calendar
- Ensure acknowledgement and recording of all contributions
- Ensure timely fulfillment of all pledges
- Organize solicitation and fulfillment of corporate sponsorships
- Work with staff to organize hospitality and marketing benefits for corporate sponsors and VIPs
- Oversee management of customer relationship management system with a willingness to learn the system.
- Support and encourage NMPHIL staff as development team leader
- Work with CEO and the Board to create and implement mission and vision of NMPHIL according to strategic plan
- Participate in NMPHIL committee meetings as deemed appropriate by the CEO
- Assist in identification of potential Board members
- Provide data to analyze historical fundraising trends and assist in development of organizational budget
- Manage annual fund and other regular campaigns, car raffle, manage / plan / develop other fundraising events.
- Plan, develop and manage capital campaigns
- Oversee development expenses to be in alignment with organizational budget

**Requirements:** A bachelor's degree or higher, preferably with a background in the arts. Seven years successful development experience. Demonstrated track record in fund raising and development in non-profit sector including capital campaigns.

**Desired Skills:**

- Knowledge and experience with the Albuquerque and New Mexico community preferred
- Knowledge of the performing arts preferred
- Excellent organizational, managerial, and communication skills (written and oral)
- Flexible and adaptable style
- High energy, positive, "can-do" attitude, flexibility, attention to detail and passion NMPhil's mission is essential
- A professional and resourceful style; the ability to work independently and as a team player, to take initiative, and to manage multiple tasks and projects at a time
- Experience directly interfacing with and presenting to artistic, board, and organizational leadership
- Passion and love of classical music is a plus
- Ability to work evenings, weekends, and some holidays
- Strong Computer Skills – Microsoft Office (Word, Excel, PowerPoint) required



- Ability to use Research tools and Donor Database Programs
- Experience working and interacting with boards, committees, and community leaders

**Compensation:** Commensurate with experience (range \$55,000 to \$65,000)

**Benefits:** Health insurance, 401K, up to 10 days of sick leave, 20+ days of vacation

**NMPhil is an equal opportunity employer.** No discrimination shall in any manner be directed toward or practiced or imposed upon any employee who shall apply for or be engaged as an employee hereunder with respect to any right, benefit or privilege herein set forth or because of sex, race, age, color, religion, national origin, sexual orientation or reasonably accommodated handicap, or by reason of such employee exercising any rights hereunder, nor shall any favoritism or partiality be shown or any advantage given any such employee with respect to any duty, obligation or responsibility imposed hereunder because of such employee's sex, race, age, color, religion, national origin, sexual orientation or reasonably accommodated handicap, or by reason of such employee exercising any right hereunder.