DIRECTOR OF DEVELOPMENT
Full-time, San Francisco

ABOUT SAN FRANCISCO GIRLS CHORUS
The mission of the San Francisco Girls Chorus is to prepare girls and young women from diverse backgrounds for success, on stage and in life, through rigorous, empowering music education, and enriches Bay Area cultural life through innovative vocal performance.

Under the direction of Artistic Director Valérie Sainte-Agathe, the San Francisco Girls Chorus has achieved an incomparable sound that underscores the unique clarity and force of impeccably trained treble voices fused with expressiveness and drama. As a result, the Chorus vibrantly performs 1,000 years of choral masterworks from plainchant to the most challenging and nuanced contemporary works created expressly for them in programs that are as intelligently designed as they are enjoyable and revelatory to experience.

Each year, hundreds of singers from 45 Bay Area cities ranging in age from 4 - 18 participate in the SFGC’s programs. The organization consists of a professional-level performance, recording, and touring ensemble and a six-level Chorus School training program. A leading voice on the Bay Area and national music scenes, the Chorus has produced award-winning concerts, recordings and tours, empowered young women in music and other fields, enhanced and expanded the field of music for treble voices, and set the international standard for the highest level of performance and education.

SFGC also owns and operates the Kanbar Performing Arts Center in San Francisco’s art-centric Hayes Valley. The Kanbar Center has become a hub for small to mid-size arts organizations in the Bay Area. In addition to SFGC’s own rehearsal and performance programs, the Kanbar Center provides long-term leased office space to arts organizations and nonprofits.

ABOUT THE POSITION
Reporting to and working closely with the Executive Director, the Director of Development will be an integral member of SFGC’s senior staff and will devise, implement, and manage programs and strategies for cultivating and sustaining a family of ardent supporters while leading growth in the number of funders and overall contributed revenue in support of SFGC.

A position interfacing with both internal and external stakeholders (from music faculty, parents, Alums, and choristers; to major donors, composers, city officials, and program officers), the Director of Development acts as an ambassador for SFGC, and embodies its core tenets of inclusion, collaboration, and advocacy. In an environment that encourages creativity and new ideas in fundraising, the Director of Development will bring a variety of approaches to deepen investment in SFGC’s future, cultivate a culture of philanthropy, and discover new avenues for support.

The Director of Development will oversee a Development Manager and a consultant that provides grant-writing support, and will lead staff, Board, and volunteers in the creation and execution of fundraising initiatives. An individual with great enthusiasm for the performing arts and SFGC’s commitment to artistic and educational excellence as well as the desire to be an advocate for the empowerment of girls, young women, and gender-expansive youth will find the work of this position to be enormously rewarding.
Responsibilities:

**Strategy Development**
- Provide leadership in the design, planning, execution, and management of SFGC’s various fundraising efforts, including individual giving, special events, corporate and foundation relations, capital initiatives, planned giving, in-kind giving, and other innovative new initiatives
- Create detailed fundraising plans and timelines annually; coordinate fundraising solicitations and communications with other publicity/marketing strategies and important events
- Participate in long-range strategic planning and ongoing strategy development with key stakeholders, including the Artistic Director, Executive Director, and Board of Directors

**Donor Engagement**
- Oversee all solicitation and acknowledgment processes, maintenance of the organization’s CRM database (Salesforce), and fulfillment of donor and sponsor benefits and recognition, ensuring compliance with IRS guidelines and the highest ethical standards
- Maintain close relationships with the organization’s community, including individual donors, corporate sponsors, institutional funders, and community leaders, and new prospects in each category
- Cultivate and steward a portfolio of major individual donors and prospects
- Plan and manage all special events, including stewardship activities, cultivation events, and SFGC’s annual fundraising gala

**Foundation Relations**
- Oversee SFGC’s robust foundation relations activities, including grant writing, reporting, and follow-up
- Manage SFGC’s relationship with contracted grant writer to provide support
- Research new opportunities for arts and music education funding at the local, state, and national levels

**Communications**
- In concert with the Executive Director and Artistic Director, develop key messaging that is clear, comprehensive, and compelling in presenting an inspiring story about SFGC’s mission, work, and dual commitments to artistic and educational excellence
- Oversee the creation of all fundraising language, ensuring that SFGC’s ethos, values, and work are clearly and convincingly presented to stakeholders and potential supporters
- Collaborate with the Marketing Coordinator in the execution of SFGC’s e-communications activities, various mailings, and creation of SFGC’s Annual Report each summer

**Other**
- Attend all regular meetings of the Board of Directors (approximately six per year).
- Keep abreast of the latest research and trends in fundraising, particularly those pertaining to the performing arts and music education
- Attend SFGC performances; represent SFGC at various civic, cultural, and other public events
- Other duties as assigned by the Executive Director

**Qualifications include:**
- Minimum of 8 years progressively responsible experience in non-profit fundraising in organizations with budgets $3-5M, preferably in the arts and culture sector
- Relevant work history demonstrating senior-level leadership and management experience
- Exceptional writing, organizational, and interpersonal skills, including the ability to communicate persuasively about SFGC’s mission and work, and case for funding
- Ability to successfully manage multiple projects simultaneously with keen attention to detail
- Adept computer skills – including fluency in MS Office and database management
- An affinity for the performing arts, particularly music and music education
- Polished, personable, funder-centric demeanor in all communications
- Bachelor’s Degree in business, arts administration, the performing arts, or a related field
- Successful experience managing a portfolio of major individual donors
- Knowledge of the Bay Area philanthropic community (preferred)

**Terms of Position:**
The Director of Development is a full-time, exempt position, based in the San Francisco Bay Area. In addition to regular business hours Monday through Friday, weekend and evening hours throughout the year will be required for performances, meetings, and other events, as well as occasional travel. The SFGC office is currently hybrid (subject to change), with a requirement to work in the office at least two days a week.

**Compensation and Benefits:**
The salary range for this position is $85k - $95k, and includes generous paid time off, sick leave, full medical, dental, vision, and long-term disability insurance, and an optional 403(b) retirement plan.

**To apply:**
Email cover letter, resume, and a list of three references to Adriana Marcial, Executive Director, at amarcial@sfgirlschorus.org. Include job title in subject line.