



**JOB TITLE:** Development Manager

**JOB TYPE:** Full-time, Exempt

**REPORTS TO:** Executive Director

**OVERVIEW:** The Lexington Philharmonic (LexPhil), founded in 1961, has been a cultural leader for over six decades and continues to broaden horizons and bring the best of orchestral performance and education to Lexington and the surrounding region. We value individual and group excellence, creativity, and inclusion and we are committed to re-imagining the role of an orchestra in the 21st century. Our Music Director, [Mélisse Brunet](#), is passionate about diverse programming and growing LexPhil's impact. Each season, LexPhil presents a wide variety of concerts, events, and learning programs informed by its core values of artistic excellence, innovation, collaboration, and accessibility. LexPhil strives to be a dynamic and welcoming institution in the Bluegrass region, where audiences of all backgrounds feel a sense of belonging and connection.

**VISION and MISSION:** LexPhil's core values are artistic excellence, innovation, collaboration & accessibility. Through its four core values, LexPhil fosters excellence and innovation in the performance and presentation of great music; enriches the lives of our diverse citizenry; educates current and future audiences and brings distinction to our community through performance and educational programs.

**SUMMARY:** The Lexington Philharmonic is seeking a development professional to oversee our fundraising initiatives and donor relations. The successful candidate will be responsible for collaboratively working with the Executive Director, Board of Directors, Music Director, and others to actualize a comprehensive resource development and stewardship program for the Lexington Philharmonic. The Development Manager works in close collaboration with the Executive Director and is the primary staff liaison with the Marketing and Development Committee. The Development Manager coordinates with all areas of LexPhil to ensure that development goals, plans and benefits are integrated with marketing and programming plans to accomplish the strategic goals of the organization.

### **PRIMARY DUTIES & RESPONSIBILITIES**

This position will spend 75% of working time on development and fundraising, and 25% on marketing. This job scope is not intended to imply that these are the only duties to be performed by the individual in this position. Other job-related duties and responsibilities may be assigned.

### **DEVELOPMENT**

In consultation with the Executive Director, develop and execute a comprehensive plan of goals, development initiatives, and activities for all areas of the Annual Campaign. Implement and manage all phases of the plan; oversee the solicitation, administration, and stewardship of funds, maintenance of donor records in PatronManager, establishment and disclosure of donor benefits, and reporting.

The Annual Campaign includes, but is not limited to:

- Individual giving
- Corporate and institutional partnerships
- Government, foundation, and private-sector grants
- Special fundraising events
- In-kind support
- Develop schedule for multiple appeals via mail, email, social media; create materials for appeals and manage mailed pieces with printer/mailing house.
- Develop and produce all materials used to support LexPhil's Annual Giving Campaign in coordination with the Marketing & Communications Manager, including but not limited to, season and concert sponsor solicitation materials, year-end appeal letters, mid-year appeal letters, seasonal newsletters.

- Identify and develop any needed collateral (print, digital) in support of Major Gift appeals.
- Develop budgets for each event and campaign and track progress of all campaigns in relation to goals. Work with the Executive Director and Marketing & Development Team to evaluate effectiveness of each campaign.
- Research and prepare grant applications in cooperation with Executive Director; ensure compliance with grant timelines, terms, and conditions; maintain records and materials to support each application; prepare grant reports; and maintain ongoing relationships with grant makers and funders.
- Coordinate and manage flexible but consistent benefit fulfillment to individual, corporate and institutional donors.
- Work collaboratively to create and implement donor engagement programming and events using mission-based experiences that deepen the public relationship with the orchestra. Oversee total execution of events from inviting to thanking.
- Act as primary liaison to the Marketing & Development Committee of the Board of Directors. Provide leadership and tools to inspire and support the engagement of the committee, the board, and others to actively participate in all areas of fundraising for the Lexington Philharmonic.
- Work with the Chairperson of the Foundation and Executive Director to strategize on mutually beneficial development efforts between the Lexington Philharmonic Society and the Lexington Philharmonic Foundation.
- Oversee the maintenance of all donor files and records; develop and administer donor benefits in accordance with IRS regulations.
- Actively cultivate and maintain internal and external contacts to optimize fundraising efforts; represent LexPhil at other civic and cultural events in the community; represent LexPhil by speaking at public events as requested.
- Perform other duties as assigned by the Executive Director.

#### **MARKETING:**

- Review and approve eNewsletter drafts
- Help prepare and display marketing materials at all concerts
- Assist in audience development, new subscriber, and subscriber retention strategy
- Review disability accessibility plans/messaging
- Website Management: Update membership list, sponsorship information on website
- Social media: collaborate with Marketing & Communications Manager to promote development initiatives via social media
- Email Communications: Discuss content needs for weekly eNewsletter in collaboration with Marketing & Development Team and Executive Director

#### **OTHER DUTIES:**

- Attend and work all Lexington Philharmonic concerts and events
- Support Box Office operations under the supervision of Patron Loyalty Manager through fulfillment of ticket orders and donor benefit fulfillment and working Front of House at concerts
- As a member of the LexPhil staff, contribute to the implementation and execution of all LexPhil programs and activities

#### **PREFERRED QUALIFICATIONS:**

- Bachelor's degree in marketing, communications, public relations, arts administration, or a related field and at least three (3) years of experience in fundraising/development
- Proficiency in Microsoft Office, Google Workspace, and CRM software (Patron Manager preferred)
- Graphic design experience preferred

#### **Knowledge, Skills, and Abilities:**

- Excellent written and verbal communication skills, with the ability to translate artistic vision and goals to relevant appeals
- Experience with all areas of fundraising including grant writing, individual & major gift solicitation, corporate sponsorship, planned giving and special events

- Successful fundraising track record including guiding and motivating Board Members and other stakeholders to engage in fundraising
- Embrace and work to implement Inclusion, Diversity, Equity, & Accessibility (IDEA) values and recommendations in LexPhil's programs, as guided by LexPhil's IDEA Institutional Plan; part of LexPhil's overall Strategic Plan
- Strong organizational skills and attention to detail; ability to manage multiple deadlines and priorities
- Strong understanding of current best practices in fundraising and philanthropy
- Knowledge of orchestral and classical music and performing arts helpful
- Ability to be on one's feet for extended periods of time and lift objects weighing up to 50 pounds
- Reliable transportation and good driving record
- Some evenings and weekends required, including all LexPhil concerts & events
- Must be able to work effectively and exhibit patience and understanding when working with artists, musicians, staff, community leaders and volunteers

**COMPENSATION & BENEFITS:**

**Salary Range:** \$45,000 - \$48,000

**Location:** This position would require residency in or around Lexington, Kentucky.

**Benefits Include:**

- Health Insurance - Employer pays 50% of employee premium
- Vision Care Insurance - Employer pays 50% of employee premium
- Dental Insurance - Employer pays 100% of employee premium
- Paid Vacation - Accrued over each year: 10 days for first year of employment, 10 additional days for each year worked not to exceed 30 days per year.
- Paid Holidays - 9 per year
- Paid Sick/Personal Days - 12 days per year as accrued
- Paid Office parking
- Complimentary tickets to Lexington Philharmonic concerts and events
- Hybrid work schedule

The Lexington Philharmonic is proud to be an Equal Opportunity Employer and prohibits discrimination and harassment of any kind. All employment decisions are based on organizational need, merit, and individual qualifications, without regard to race, religion, ethnicity, gender identity, sexual orientation or expression, age, or disability. We are committed to creating an inclusive environment of mutual respect and care for employees and participants.

**APPLICATION INSTRUCTIONS:**

Please provide the following information -

- A cover letter that is responsive to the mission of the Lexington Philharmonic as well as the responsibilities and qualifications stated in the job posting.
- A résumé.
- References will be required for those who advance in the search.

Please email your cover letter and résumé to [brooke@lexphil.org](mailto:brooke@lexphil.org) with the subject line "Development Manager Application" no later than May 3, 2024.

***All applications will be kept confidential.***