



**JOB TITLE:** Development Director

**REPORTS TO:** Executive Director

**Status:** Full-time

**POSITION SUMMARY:** The Development Director will be responsible for individual and corporate donor cultivation, donor database management, Kids' Orchestra's annual breakfast fundraiser, and other special donor events throughout the year to meet budgeted fundraising goals.

**REQUIREMENTS:** Minimum of Bachelor's Degree and 3 years development experience. Prior development experience in Baton Rouge is highly preferred. Knowledge of music is a plus.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:**

**Donor/Board Cultivation**

- Actively prospect individual and corporate donors
- Invite potential donors to tour Kids' Orchestra, serving as their point of entry
- Schedule Executive Director to meet with prospective high-end donors
- Make asks to meet budget goals
- Compile board meeting packets and actively communicate with board members

**Annual Campaign**

- Oversee annual individual and corporate giving campaign
- In addition to a letter campaign, employ innovative campaign strategies using social media and other marketing

**Database Management**

- Work closely with Office Manager to maintain donor records in E-Tapestry database
- Run reports in E-Tapestry
- Issue acknowledgment letters within 48 hours of receiving a gift

**Annual Breakfast**

- Oversee Kids' Orchestra's annual keystone breakfast, a mission awareness and fundraising initiative
- Recruit approximately 25 table captains who serve as Kids' Orchestra ambassadors
  - o Table captains must have previously been on a tour of Kids' Orchestra, so they will derive from individual and corporate giving prospects
- Coordinate logistics with event venue
- Manage RSVPs, seating arrangements
- Build event agenda, speakers, video presentation
- Coordinate with program staff for student performance program
- Push multi-year giving at event

**Special Events and Initiatives**

- Manage exclusive thank you event for multi-year givers following the breakfast
- Schedule seasonal unsolicited donor acknowledgments/gifts
- Manage Kids' Orchestra's fall and spring raffle

*Interested applicants should email cover letter and resume to Jody Hanet, Executive Director at [jhanet@kidsorchestra.org](mailto:jhanet@kidsorchestra.org).*