



JOB ANNOUNCEMENT

Job Title: Director of Development

Position Category: Development

Position Summary: The Director of Development is responsible for meeting Fox Valley Symphony's unearned revenue goal through direct mail, special events, planned giving, grant writing, donor relations and personal solicitations.

Requirements:

The ideal candidate will 1) Have at minimum a Bachelor's degree and three years of professional development experience; 2) Exhibit integrity, commitment to confidentiality, professionalism, and high attention to detail; 3) Possess fluency in fundraising software, preferably SAGE, and Microsoft office software; 5) Possess excellent verbal and written communication and interpersonal skills; 6) A track-record of exceptional organizational skill and attention to detail; 7) Ability to manage multiple tasks and the ability to meet deadlines under pressure; 8) Experience in supervision (other staff or interns); 9) Have a passion for symphonic music and music education.

Reports To: Executive Director

Compensation: Commensurate with skills and experience.

Benefits offered: Comprehensive benefits package offered.

Organization: Fox Valley Symphony. Appleton, WI

(www.foxvalleysymphony.com) The Fox Valley Symphony, now in its 44th year, is one of the largest and thriving community arts organizations in central Wisconsin. The orchestra is made up of local and regional professional musicians to promote music and music education through concerts, programs, and activities. The orchestra performs 6 - 8 times per year in the Fox Cities Performing Arts Center, other regional venues, and area schools presenting classics, pops, and educational concerts. The FVS also supports the Fox Valley Symphony Youth Orchestras, Youth Soloist Competition and the innovative Partners in Education program. We strive to promote excellence, community involvement, diversity of programming and community service. The annual operating budget is currently \$728,000.

Application procedure:

Please submit a resume with cover letter describing interest, relevant qualifications and a list of at least three professional references to:

Marta Weldon

Executive Director

Fox Valley Symphony

111 W. College Ave., Suite 550

Appleton, WI 54914

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Date posted: August 13, 2010

Application Deadline: September 10, 2010