

FORT WAYNE PHILHARMONIC

Andrew Constantine, Music Director

Assistant Director of Development

Full Time/Exempt

General Summary

The Assistant Director of Development is a valued member of the Development team, responsible for assisting in the strategic development, support, and implementation of fund-raising programs that support the Fort Wayne Philharmonic's exceptional artistic, education, and community programs and mission.

The Assistant Director of Development will be a key leader in fundraising, working closely with the Director of Development on the development and implementation of strategic fundraising initiatives, and daily operations, while serving as a leader in the department's individual giving initiatives.

Principal Duties and Responsibilities:

- Serve as strategic support in annual fund campaign, capital campaign, and planned giving programs. Will assist with management of volunteers in the execution of fundraising events and benefits.
- Support efforts between the FWP and the Board of Directors and any appropriate committees and task forces related to fundraising activities.
- Prepare donor portfolios, schedule donor meetings, track donor plans, and collect reports from Development Committee and related volunteers in assistance with individual giving growth.
- Work closely with Director of Development and Development Assistant to maintain accurate constituent records, contact information, bio information, touchpoints, plan steps, and other development details.
- Expand annual giving growth with an emphasis on major donors and aid in successful cultivation and stewardship strategies for donor engagement. Work with Development Assistant in development and distribution of major donor solicitations and stewardship.
- Grow the Philharmonic's planned giving program through cultivation event management, development of recruitment letters, distribution of information collateral, and close work with volunteers in prospecting planned giving donors.
- This position is highly visible and has contact with FWP Board members, planned giving volunteers, major donors, orchestra members, and prominent community leaders.

Reporting Relationships

- Reports to the Director of Development
- Works closely with President & CEO, Development Associate, Marketing, and Community Engagement departments

Knowledge, Skills and Experience Required

- Minimum of 3+ years of fundraising or related experience, preferably with an arts organization.
- Appreciation of symphonic music and cursory understanding of the arts world demonstrated success in achieving fundraising goals in a volunteer-centric environment.
- Energetic, flexible, self-motivated, and adaptable person able to work in a high-energy atmosphere and work on multiple projects simultaneously.
- Superb verbal and written communication skills.
- Ability to develop and prepare sophisticated planned giving materials, written correspondence, and reports.
- Excellent critical thinker, strategic planner, and problem solver.
- Initiator who meets deadlines and maintains an active presence at Philharmonic concerts and events.

Compensation:

Salary Commensurate with experience. Benefits include health and dental insurance, employee opt in to 403(b) plan, paid time off vacation, and holidays.

Fort Wayne Philharmonic:

Now in its 80th season, the Fort Wayne Philharmonic is one of the most exciting performing arts organizations in Indiana. The Philharmonic's mission is to inspire and foster a lifelong love of classical music through performance and education. Led by Music Director Andrew Constantine, the Philharmonic performances reach more than 100,000 people every season at the Auer Concert Hall, and at various venues throughout the community, including schools, nursing homes, community centers, and churches. The Fort Wayne Philharmonic is truly an orchestra of the future, with bold plans to reach deeply into the fabric of the community with exciting, entertaining, and meaningful offerings. The Philharmonic reaches more than 26,000 young people and families through its extensive education and community engagement programs, including Ensembles in the Schools, Young People's Concerts, and Club Orchestra - an El Sistema modeled collaborative program with 3 Fort Wayne Community Schools - inspiring and motivating young citizens of the future. Regional touring, donor cultivation, and board activities round out a busy performance schedule for the orchestra.

Application Deadline:

Open until filled

Application Procedure:

Send cover letter and resume to:

Brian Heintz

Director of Employee Relations and Inclusion

4901 Fuller Drive, Fort Wayne, IN 46835

bheintz@fwphil.org

No phone inquiries, please.