



Vice President, Development

Orchestra Lumos, Inc

Location: Stamford, CT. Office based with flexibility for virtual working. Travel expected to predominantly within Fairfield County and surrounding areas

Type: Regular full-time, exempt position with required evenings and weekend hours

Reports to: President and CEO

Manages: Grants Manager (part time independent contractor handling government, sponsorship, and foundation giving) and volunteer support for clerical assistance

Salary: In the range \$95,000-\$120,000 more may be available for an exceptional candidate, plus a 2% contribution to a retirement account

Vacation: The Orchestra offers four weeks of paid holiday in addition to which the office is closed between Christmas and New Year and on Fridays from July 4 to Labor Day.

The organization is mindful of ensuring a good work/life balance with great flexibility for personal issues and time off as required.

Submit your resume and cover letter supporting your application as soon as possible to Orchestra Lumos President and CEO Russell Jones at rjones@orchestralumos.org

Context of the post

Formerly the Stamford Symphony, Orchestra Lumos was the outcome of a re-imagining and rebranding exercise to reflect a new vision for the Orchestra through which it will seek to engage with everyone in the Fairfield County community, with a particular emphasis on new and diverse audiences.

The Orchestra provides:

- High quality classical concerts under Music Director Michael Stern at its home The Palace Theatre in Stamford, with artists such as Joshua Bell, Midori, Alisa Weilerstein, Pinchas Zukerman, Gil Shaham, and Awadagin Pratt
- Ten *Small Space* (chamber music) presentations offered in churches, libraries, and nature centers from Greenwich to Bridgeport
- A comprehensive education and community engagement program established under Nicolas Gonzalez, the Orchestra's first full time Director of Learning and Community Engagement who formerly served with the Chicago Symphony

- A new pops season for 2023/24 including a Holiday Concert and the showing of *Bugs Bunny at the Symphony*, presented with the Orchestra playing the soundtrack live

The 2023/24 season may be viewed at <https://orchestralumos.org/new-season-2023-2024/>

The Orchestra's budget has grown from \$1.5m in 2019/20 to \$2.1 for the 23/24 season. This growth has been funded by the *Crescendo Campaign for the Future of Orchestra Lumos* which to date has raised \$4m in multi-year pledges of which \$2m is new money.

In deep collaboration with the President and CEO, a former full time fundraiser, this new management position will be instrumental in achieving the next objective of the Campaign to add an additional \$400,000 per year to the organization's budget, principally from individuals, and make Orchestra Lumos a model of what a 21st century orchestra can be for its community.

The VP, Development (VP) is responsible for the conception, management, implementation, and evaluation of a fundraising program capable of raising \$1.5M annually. The VP will plan and execute all annual, sponsorship, and planned giving programs, fundraising events, donor benefits, and is responsible for overseeing the research and grant applications to government, foundation, and corporate entities. The VP will recommend fundraising strategies, policies, and procedures to the CEO and relevant Board committees; will ensure that goals and objectives are met, and will call on prospects and donors in order to cultivate, solicit, and honor their support, regularly involving Board members, volunteers, the Music Director, and the CEO.

On a regular basis, the VP will be in contact with the Orchestra's entire constituency: stewardship and relationship building with current and potential donors, Board, musicians, vendors, and the public at large will be of paramount importance.

The position allows for great flexibility for the right candidate to be successful. The Orchestra will look favorably on innovation in fundraising methods and seeks an individual with entrepreneurial flair.

Essential Job Functions:

Fundraising

- Plan, manage, and implement all phases of the annual fund campaign including cultivation, direct solicitation of key donors (in collaboration with the CEO and other key volunteers) and acknowledgement process.
- Ongoing identification, acquisition, and cultivation of donors and prospective donors
- Oversee the institutional giving program, including research activities and preparations of grant applications to for corporations, foundations, and government agencies, including post-award grant management reporting
- Plan and execute all donor patron receptions, special fundraising events, galas, and benefits, overseeing revenue and expense budget preparation in order to maximize revenue
- Work with VP, Revenue and Customer Experience who coordinates Communications PR in the

development and production of all materials used to support the Orchestra's fundraising campaigns and events

- Attend all subscription and *Small Space* concerts, and other presentations as required

Budgeting and Planning

- With the President and CEO develop annual fundraising goals for all campaigns and special events, and achieve budgeted revenue goals
- Develop and oversee annual department expense budget
- Assist in long-range planning, including revenue and expense projections

Board of Directors and Volunteers

- Provide staff support to the Development Committee and to other volunteers in the development program
- Regularly report the progress of all fundraising campaigns and events
- Develop and recommend fundraising strategies, policies, and procedures with the specific goal of maximizing revenue
- Attend all Board and committee meetings as assigned
- As necessary, attend League of American Orchestras meetings and functions to facilitate learning, communication and cooperation

Administrative

- Manage Grants Manager, and volunteers to execute all fundraising campaigns and events
- Ensure all sponsorship benefits and responsibilities to sponsors are met
- Establish and maintain all donor files and records, develop and administer all donor benefits programs in accordance with applicable federal, state, and local laws
- Report regularly to CEO on all campaigns and events
- With the VP, Revenue and Customer Engagement oversee preparation, as needed, of all reports and donor recognition lists
- In consultation with the Treasurer and Finance Director, establish procedures for processing contributions and sponsorships that meet proper accounting and reporting requirements
- Accurately account for and acknowledge all contributions in a timely manner
- Establish and maintain accurate contributor files
- Establish and maintain prospect profiles
- Identify sources, solicit, and manage trade and/or in-kind agreements with vendors

Other

- Develop and maintain internal and external contacts in order to optimize fundraising efforts
Be familiar with fundraising best practices within the orchestra industry and also across arts and other non-profit organizations in Fairfield County to ensure that we remain competitive
- Maintain ongoing contact with contributors, corporate sponsors, foundation leaders, business and community leaders, and government funders
- Maintain professional growth and development through seminars, workshops and professional affiliations
- Attend civic and cultural events in the community, represent the Orchestra by speaking at public events as assigned and/or requested

- Demonstrate knowledge of and comply with Orchestra Lumos policies, procedures, regulations, goals and mission
- Performs other duties as necessary or assigned

Qualifications

- Bachelor's Degree
- Five to seven years of successful, demonstratable person-to-person and business-to-business fundraising success required - arts environment preferred
- Significant experience with annual giving, major gifts and special events
Familiarity with planned giving is desirable
- Must possess the ability to establish and maintain effective working relationships, excellent organization skills, attention to detail, and the ability to inspire volunteer leadership
- Must have excellent communication skills (written, verbal and interpersonal) and possess the ability to function effectively in a fast-paced environment with multiple demands/deadlines as well as an appreciation of the artistic and financial goals of Orchestra Lumos
- Passion for the arts and desire to further the appreciation of music in the community
- Ability to communicate with a high level of diplomacy in varied settings
- Excellent computer literacy with the following programs: excel, word, Google applications and major CRM software, Orchestra Lumos operates Spectrix
- Initiative and strong problem resolution skills
- Ability to lift 30 pounds as well as stand, walk, carry and reach, operate a motor vehicle and work both indoors and outdoors
- CFRE preferred

Orchestra Lumos

RJ April 2023