

Position Title: Development Director

Organization: Dallas Chamber Symphony
Reports to: Dr. Richard McKay, Executive Director
Location: Dallas, Texas
Type: Full-time, salaried
Website: dcsymphony.org



Institution Overview

Founded in 2011, The Dallas Chamber Symphony (DCS) is a professional orchestra and 501(c)(3) nonprofit that exists to engage community audiences and enrich people's lives by sharing in the discovery, creation, exploration, and enjoyment of great music. Annually, the ensemble caters to a diverse audience exceeding 55,000 individuals through its subscription season, acclaimed neighborhood outreach concerts, and comprehensive youth education programs. The orchestra's subscription performances are held at Moody Performance Hall situated in the heart of the downtown Dallas Arts District. Under the leadership of music director and conductor, Richard McKay, the DCS stands as a pillar within the performing arts community. Renowned for its commitment to musical excellence, creatively curated concert programs, and pioneering multi-disciplinary collaborations, the DCS continually pushes the boundaries of classical music and artistic expression. At its core, the mission of the DCS is to champion the chamber orchestra repertoire, focusing on compositions tailored for ensembles of fewer than 50 members. Its notable accomplishments include consistently well-attended concerts, critical acclaim from classical music critics, and robust ticket sales that substantially support its operations.

Context & Role Summary

The Dallas Chamber Symphony's cultural cachet and vibrant narrative provide a compelling foundation from which to advocate for a dramatic increase in contributed revenue. This is the favorable context in which the DCS seeks a seasoned fundraising professional who will continue the organization's development of a comprehensive, modern, and sophisticated fundraising operation that fully supports the orchestra's productions and community outreach.

Reporting to the Executive Director, the Development Director will lead all aspects of the DCS's fundraising operations in pursuit of increased and diversified contributed revenue, with particular emphasis on attracting major gifts. The Director of Development's initial focus will be working as a close and trusted partner to the Executive Director to evaluate, re-envision, and invigorate the DCS's fundraising capabilities. The Director of Development will be charged with articulating and implementing a fundraising strategy that will engender the community-wide philanthropic response necessary to fully support the Artistic Director's vision.

The ideal candidate will be action-oriented, entrepreneurial, and a self-starter with outstanding skills in oral presentation, writing, and organizational diplomacy. Experience establishing or significantly growing a state-of-the-art, complex, philanthropic operation at an arts-related organization or cultural institution, is highly desired.

This is an exciting, high-growth opportunity for the ambitious fundraising professional at one of Dallas's highest achieving and ascendant performing arts groups.

Key Responsibilities

- Oversee all aspects of the orchestra's fundraising activities, including foundation and government relations, major gifts, business and corporate gifts and sponsorships, special events, annual campaigns, planned giving, capital campaigns and endowments.

- Fully embrace the Dallas Chamber Symphony’s mission, communicate persuasively the institution’s important history and innovative vision, and present the case for funding with authority, conviction, and urgency.
- Develop and implement comprehensive fundraising strategies to achieve annual revenue goals while ensuring the long-term financial sustainability of the organization.
- Oversee and work to enhance the identification, cultivation, solicitation, and stewardship of new, current, and lapsed donors, including individual and institutional sources of funding.
- Develop and implement strategies to increase donor engagement and giving, including through direct mail campaigns, online giving, donor cultivation events, memberships, and benefit packages.
- Collaborate with marketing and communications colleagues to ensure consistent, compelling messaging in support of fundraising strategies, and leverage a variety of channels and platforms to advance initiatives.
- Cultivate and maintain relationships with a portfolio of current and prospective donors through personalized outreach, meetings, events, and communication, ensuring a high level of donor engagement and satisfaction.
- Collaborate with the Board of Directors, Executive Director, and other key stakeholders to leverage their networks, expertise, and resources in fundraising efforts and donor relations.
- Prepare and deliver compelling proposals, presentations, and fundraising materials to communicate the organization’s mission, programs, and funding priorities to donors, prospects, and board members.
- Maintain accurate records of donations, pledges, sponsorships, and other pertinent transactions, within the organization’s database. As necessary, process gifts, payments, and acknowledgements, and ensure the fulfillment of related deliverables.
- Ensure compliance with relevant regulations and ethical standards governing philanthropy and sponsorships.
- Prepare regular reports on fundraising progress and benchmarks, and identify performance indicators for senior leadership and the Board of Directors.
- Attend the orchestra’s subscription concerts and related social events.
- Represent the Dallas Chamber Symphony at luncheons, conferences, and other networking events to cultivate relationships and enhance the orchestra’s image and reputation within the arts community.

Qualifications

- Bachelor's degree, Master's preferred.
- Minimum of 7 years of experience working in development, or a related field, with a proven track record of securing major gifts and cultivating donor relationships across the full range of sources – individuals, businesses, foundations, government agencies, corporations, and board members.
- Demonstrated success developing and implementing fundraising strategies, meeting revenue goals, and managing fundraising and capital campaigns.
- Credible knowledge of classical music, genuine passion for the art form, and a commitment to advance the Dallas Chamber Symphony’s mission, history, and professionalism.
- Strong leadership, communication, and management skills, with the ability to build and lead a development team, collaborate with colleagues and stakeholders, and inspire others to support the organization’s mission.
- Excellent interpersonal skills and an ability to build rapport with donors, volunteers, board members, musicians, community partners, and staff.
- Strong business acumen and keen interest in business tools, technology, and innovation.
- Fluency with financial statements and an ability to assimilate and extrapolate key information from them.
- Fluency in donor management software and resources, including Microsoft Office, Google Workspace, and CRM (Leap/Patron Manager, Tessitura, Salesforce, or similar).
- Proficiency with graphic design tools (such as InDesign or Canva), and a keen sense of brand and visual aesthetics (including, typography, layout, color) is desired.

- Knowledge of fundraising best practices, including familiarity with NPO tax requirements and disclosures.
- Knowledge of CRM data hygiene best practices, as well as moves management strategies.
- Flexibility to work evenings and weekends as needed for events and donor meetings.

How to Apply

Interested candidates should submit a résumé and cover letter to Barbara Vance at search@dcsymphony.org. Please include "Development Director Application" in the subject line. Applications will be accepted on a rolling basis until the position is filled. A background check will be completed prior to job offer. Dallas Chamber Symphony is an equal opportunity employer.