



JOB DESCRIPTION

JOB TITLE: Director of Development
REPORTS TO: Executive Director

OVERVIEW:

Grand Teton Music Festival (GTMF) is one of America’s leading summer classical music festivals, recognized by *The New York Times* as one of the top 10 music festivals in the U.S. Situated in one of the most spectacular natural environments in North America, and deeply rooted in a community of music lovers and philanthropists, Grand Teton Music Festival is a national treasure.

Over seven weeks each summer, GTMF unites over 200 musicians from North America and Europe under the inspirational leadership of Music Director Sir Donald Runnicles. These musicians represent over 80 orchestras and nearly 55 institutions of higher learning, who come together to create exhilarating music experiences for a large and enthusiastic audience in Jackson Hole, WY.

As the largest performing arts presenter in Jackson Hole with nearly 100 annual events, GTMF programming includes not only the summer Festival, but monthly community concerts, a Winter Festival in February, Metropolitan Opera’s *Live in HD* broadcasts, and numerous education and community engagement programs.

GTMF seeks an exceptional Director of Development to lead the organization’s fundraising efforts and act as key partner to Executive Director Emma Kail, who joined the organization on September 1, 2020.

JOB SUMMARY:

The Director of Development is the organization’s primary staff fundraiser and is responsible for raising contributed income each year of approximately \$2.5M, working in close collaboration with the Executive Director and Board of Directors.

SUPERVISORY RESPONSIBILITY:

The Director of Development reports to GTMF’s Executive Director and supervises two full-time and one part-time staff.

DUTIES/RESPONSIBILITIES:

Donor Cultivation, Engagement, and Stewardship

- Develop and implement, in partnership with the Executive Director and Board of Directors, long- and short-term fundraising plans that will meet ongoing institutional financial goals and needs.

- Assess the status of current fiscal year fundraising efforts and provide focus, direction, and support as needed.
- Significantly grow contributed revenue within one year (at minimum 10%) to support the organization's artistic vision, and education and community engagement goals.
- Create and implement a robust and revenue generating deferred giving program in collaboration with the Executive Director within one year.
- Research, develop, implement, and document a systemic approach to donor lists and prospecting, cultivation, engagement, stewardship, and recognition opportunities for all donors, subscribers, and sponsors.
- Partner with the Executive Director, Board Co-Chairs, and Chair of the Institutional Advancement Committee in all fundraising activities.
- Create a streamlined and effective multi-year plan for personal engagement opportunities with top donors and prospects.

Internal and External Advocacy

- Collaborate with the Executive Director, Board Co-Chairs, and Institutional Advancement Committee to ensure a strong pipeline of prospective board members who will build the diversity, skillset, and fundraising capacity of the Board of Directors.
- Collaborate with the Artistic Department to engage and include the Music Director, musicians, and guest artists on a consistent basis in the cultivation of donors and all fundraising opportunities.
- Public speaking and advocacy, reflecting the mission, vision, values, and goals with credibility, passion, and enthusiasm.
- Professionally representing GTMF in the Jackson Hole community.
- Maintain a robust schedule of concerts, fundraising and engagement events, and other activities that support GTMF's goals.

Team Mentorship and Development Operations

- Recruit, retain, and provide inspirational leadership to a high-performing team of motivated development professionals with an appropriate balance of skills and experiences.
- Establish work plans, performance objectives, and goals; regularly review performance.
- Lead the Development Department's creation, implementation, and documentation of a robust and accurate contributed revenue forecasting system, evaluating progress to goals and redirecting efforts in a timely manner.
- Evaluate and employ a full spectrum of fundraising opportunities, including personal solicitation, direct mail, social media, and email.
- Monitor revenue and expense budgets; prepare and present accurate and timely reporting and analysis.

DESIRED ATTRIBUTES AND QUALIFICATIONS:

A successful Director of Development will be a confident and successful fundraiser with the ability to consistently achieve ambitious contributed revenue goals. The Director of Development will possess the skills to effectively build consensus where teamwork is required. The selected individual will demonstrate excellent critical thinking, interpersonal, communication, and strategic planning skills, with an innate ability to articulate compelling messages for support both verbally and in writing. Receptive to new ideas and sincerely devoted to authentic relationships with donors and colleagues, the Director of Development will be a self-directed and emotionally intelligent leader. This individual will possess the

flexibility to work with diverse personalities and build a high-functioning and integrated team that will be effective in high energy environments. The Director of Development will demonstrate tact, diplomacy, attention to detail, respect for others, and a cultural sensitivity while creating a work environment that is productive, engaging, and supportive.

A bachelor's degree is required, as well as a minimum of five years of fundraising experience in a nonprofit organization, ideally within the arts and culture field. Qualified candidates will possess a proven ability to close five and six figure gifts. Exceptional public speaking skills are required. Strong computer skills, including Microsoft Office (Word, Excel, PowerPoint) and advanced donor research and customer relationship management systems (Choice CRM, Blackbaud, and iWave) are necessary. Knowledge of classical music is preferred as well, as a sense of humor.

Ability to work flexible hours, including frequent evening and weekend work, especially during Festival periods.

TIMELINE:

Job posting: June 14, 2021

Application deadline: July 12, 2021

In-person interviews: July 12–26, 2021

Target hire date: July 31, 2021

Start date: In person in Jackson no later than Monday, October 4, 2021, with one week in residence in Jackson sometime between August 1–August 21 to meet staff, donors, and musicians during the Festival.

CLASSIFICATION:

Exempt

COMPENSATION:

GTMF offers a competitive and comprehensive salary and benefits package including health, dental and vision insurances, as well as 403(b) matching.

APPLICATIONS AND INQUIRIES:

To submit a cover letter and resume with a summary of demonstrable accomplishments, please send an email to gtmpf@gtmpf.org.

Grand Teton Music Festival is an equal opportunity employer.

The preceding job responsibilities and tasks were designed to indicate the general nature and level of work performed in this job. It is not designed to contain or be interpreted as a comprehensive inventory of all job duties and responsibilities required of the Director of Development. The Director of Development may be required to perform other duties as assigned. Additional job competencies, individual goals, and performance measurements are set at the department level.