



POSITION DESCRIPTION

Position Title: Director of Development

Department: Development

Reports To: Chief Executive Officer

Classification: Full-time, exempt (evening and weekend hours required)

Position Summary

The Director of Development leads the Knoxville Symphony Orchestra's contributed revenue efforts, overseeing a fundraising program that generates approximately \$2 million annually, about 37% of the organization's \$5 million operating budget. The role is responsible for fundraising strategy, donor relationships, and coordination of development activities that support the KSO's artistic, educational, and community mission, working in close partnership with the CEO, Board of Directors, Knoxville Symphony League leadership, Music Director, and staff colleagues. As a small, collaborative organization, the KSO expects senior leaders to balance strategic responsibility with hands-on involvement, engaging directly in both planning and execution as needed.

Key Areas of Responsibility

Fundraising Strategy & Revenue Leadership

- Plan, implement, and evaluate a comprehensive fundraising program, including annual giving, major gifts, sponsorships, grants, and planned giving.
- Establish annual fundraising goals, timelines, and benchmarks, and track progress toward revenue targets.
- Recommend fundraising strategies, policies, and procedures to the CEO and relevant Board committees.
- Contribute to long-range planning related to fundraising capacity and revenue growth.

Donor Relationships & Stewardship

- Cultivate and steward relationships with current and prospective donors.
- Partner with the CEO, Board members, and volunteers to support donor cultivation and solicitation.
- Ensure timely and accurate donor acknowledgment and recognition.
- Oversee donor records, prospect tracking, and stewardship practices in accordance with best practices and regulatory requirements.

Events, Engagement & Donor Experience

- Oversee donor receptions, cultivation events, and fundraising events throughout the season.
- Work with staff and volunteers to ensure events are well organized, clearly communicated, and aligned with KSO standards.

- Identify opportunities to strengthen donor events as relationship-building and stewardship tools.
- Coordinate with the Director of Communications to ensure consistency in fundraising and donor-related communications.

Board, Symphony League & Volunteer Partnerships

- Serve as staff liaison to the Board Development Committee and other fundraising-related committees as assigned.
- Support Board members and Symphony League volunteers in their fundraising roles.
- Provide regular reporting on fundraising progress and results.
- Encourage clear communication and coordination among volunteers and staff involved in development activities.

Operations, Systems & Accountability

- Manage development staff and oversee workflows that support fundraising activities, including coordination across campaigns, events, and donor engagement.
- Develop and manage departmental expense budgets and work with the Director of Finance to ensure accurate gift processing, financial reporting, and compliance with accounting standards.
- Oversee grant research, writing, application preparation, and required reporting for institutional funding.
- Maintain accurate donor, prospect, and sponsorship records, and oversee the integration of fundraising tools and systems, including database management, digital campaigns, and telefunding.

Qualifications & Experience

- Bachelor's degree preferred in business, marketing, communications, or a related field; equivalent fundraising experience considered.
- Minimum of five years of successful fundraising experience, including individual and institutional giving; arts or nonprofit experience preferred.
- Demonstrated ability to build and manage donor relationships, support volunteer leadership, and oversee fundraising events and donor engagement activities.
- Strong written, verbal, and interpersonal communication skills, with the ability to collaborate effectively across departments and represent the organization in donor-facing and public settings.
- Familiarity with donor databases and fundraising systems (KSO uses Neon One); CFRE certification preferred.
- Commitment to the mission of the Knoxville Symphony Orchestra.

Physical & Other Requirements

- Availability for evening and weekend activities.
- Ability to lift up to 30 pounds and perform duties requiring standing, walking, and light physical activity both indoors and outdoors; ability to operate a motor vehicle.

To apply:

Send resume and cover letter to KSO CEO Rachel Ford at rford@knoxvillesymphony.com