



Job Title: Assistant Director of Development
Department: Development
Reports To: Director of Development
Supervision Exercised: None
FLSA Status: Full time, exempt
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Date Prepared: August 30, 2021
Approved by: Beth Yockey Jones
Date Approved: September 1, 2021

SUMMARY: The Assistant Director of Development is responsible for developing the donor pipeline by managing a portfolio valued at approximately \$300K annually and comprised of 215 leadership annual donors and acquisition prospects. The ADOD serves as a primary interface within the community, building strong relationships within their portfolio. The ADOD will focus on soliciting gifts for the Annual Fund with additional asks for special projects (such as gala, opening night, broadcasts, education, concert sponsorships, etc.). Additionally, the ADOD will work to secure planned giving commitments from within their portfolio.

The ADOD will accomplish annual goals through in-person meetings with prospects, phone and email communication, written appeals, and organizational events. The ADOD will additionally be responsible for identification of new prospects, conducting prospect research, portfolio forecasting, maintenance of donor/prospect contact information in the Tessitura database, and stewardship of donors.

Position requires the flexibility to work evenings and weekends as needed during concert season (approximately 3-5 nights per month).

ESSENTIAL DUTIES AND RESPONSIBILITIES:

1. Manage relationships with Oregon Symphony donors, developing individual strategies for each donor to ensure regular contact with appropriate Symphony representatives.
2. Cultivate and steward current and potential donors as appropriate to their giving level through opportunities to observe education and outreach programs, rehearsals, chamber music events, Parties of Note, and donor events with goal to identify and engage donors.
3. Cultivate and steward current and potential Encore Society (planned giving) members. Work to create Encore Society (planned giving) materials for prospects and potential prospects.
4. Track, manage, and record portfolio activity in Tessitura as well as pull specific exports and reports from the Tessitura database.
5. Acts as the liaison between Oregon Symphony and outside volunteer organizations such as Friends of the Symphony and Parties of Note to monitor, coordinate, collaborate and communicate successfully.

6. Assists with Board of Trustees Development Committee meetings by adding prospects that the board could help to cultivate, solicit, or steward as well as assisting in other committee meetings.
7. Manage special projects, such as writing and preparing proposals, and relationships when appropriate or as needed by the development department.
8. Other duties as assigned.

QUALIFICATIONS: The requirements listed below are representative of the knowledge, skill, and/or ability required to perform this job successfully. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Bachelor's degree plus 1+ years' experience in Development, specifically with solicitation; or equivalent combination of education and experience. Evidence of ability to achieve goals.
- Strong organizational skills; self-starter; ability to manage multiple projects simultaneously; ability to effectively manage and grow relationships.
- Strong communication skills, both interpersonal and written; customer service focus; ability to interact effectively and empathetically, and build rapport, with people from a wide variety of backgrounds.
- Experience with tracking work in a donor database. Working knowledge of Excel and other programs in the Microsoft Office suite. Experience with Tessitura a plus.
- Quantitative and logic skills; ability to budget and forecast with accuracy. Positive, imaginative, and pragmatic approach to problem-solving.
- Ability to work evenings and weekends as needed during concert season (approximately 3-5 nights per month).
- Sense of humor required. Passion for live symphonic music a plus.

COMPETENCIES: To perform the job successfully, an individual should demonstrate the following competencies.

- **Ethics** - Treats everyone with respect; Keeps commitments; Inspires the trust of others; Works with integrity and ethically; Upholds organizational values; Maintains confidentiality.
- **Customer Service** - Manages difficult or emotional customer situations; Responds promptly to customer needs; Solicits customer feedback to improve service.
- **Teamwork** - Balances team and individual responsibilities; Exhibits objectivity and openness to others' views; Gives and welcomes feedback; Contributes to building a positive team spirit; Puts success of team above own interests; Able to build morale and group commitments to goals and objectives; Supports everyone's efforts to succeed.
- **Leadership** - Exhibits confidence in self and others; Inspires and motivates others to perform well; Effectively influences actions and opinions of others; Accepts feedback from others; Gives appropriate recognition to others.
- **Analytical** - Synthesizes complex or diverse information; Collects and researches data; Uses intuition and experience to complement data; Designs work flows and procedures.

- **Problem-Solving** - Identifies and resolves problems in a timely manner; Gathers and analyzes information skillfully; Develops alternative solutions; Works well in group problem-solving situations; Uses reason even when dealing with emotional topics.
- **Communication** – Speaks and writes informatively, clearly and persuasively; Listens and gets clarification; Responds well to questions; Demonstrates group presentation skills; Participates in meetings; Varies writing style to meet needs; Presents numerical data effectively; Able to read and interpret written information.
- **Change Management and Adaptability** - Develops workable implementation plans; Communicates changes effectively; Builds commitment and overcomes resistance; Prepares and supports those affected by change; Monitors transition and evaluates results; Adapts to changes in the work environment; Manages competing demands; Changes approach or method to best fit the situation; Able to deal with frequent change, delays, or unexpected events.
- **Technical Skills** - Assesses own strengths and weaknesses; Pursues training and development opportunities; Strives to continuously build knowledge and skills; Shares expertise with others.
- **Business Acumen and Fiscal Management** - Understands business implications of decisions; Displays orientation to profitability; Demonstrates knowledge of market and competition; Aligns work with strategic goals; Works within approved budget; Contributes to profits and revenue; Develops and implements cost saving measures; Conserves organizational resources.
- **Organizational Support** - Follows policies and procedures; Completes administrative tasks correctly and on time; supports organization's goals and values; observes safety and security procedures; Respects diversity.
- **Strategic Thinking and Innovation** - Develops strategies to achieve organizational goals; Understands organization's strengths & weaknesses; Analyzes market and competition; Identifies external threats and opportunities; Adapts strategy to changing conditions; Displays original thinking and creativity; Meets challenges with resourcefulness; Generates suggestions for improving work; Develops innovative approaches and ideas; Presents ideas and information in a manner that gets others' attention.
- **Judgment** - Displays willingness to make decisions; Exhibits sound and accurate judgment; Supports and explains reasoning for decisions; Includes appropriate people in decision-making process; Makes timely decisions.
- **Planning/Organizing** - Prioritizes and plans work activities; Uses time efficiently; Plans for additional resources; Sets goals and objectives; Organizes or schedules other people and their tasks; Develops realistic action plans.
- **Professionalism** - Approaches others in a tactful manner; Reacts well under pressure; Treats others with respect and consideration regardless of their status or position; Accepts responsibility for own actions; Follows through on commitments.
- **Quality and Quantity** - Demonstrates accuracy and thoroughness; Looks for ways to improve and promote quality; Applies feedback to improve performance; Monitors own work to ensure quality; Meets productivity standards; Completes work in timely manner; Strives to increase productivity; Works quickly.
- **Dependability** - Is consistently at work and on time; Follows instructions, responds to management direction; Takes responsibility for own actions; Keeps commitments; Commits to long hours of work when necessary to reach goals; Completes tasks on time or notifies appropriate person with an alternate plan; Plans in advance for time off.

- **Motivation and Initiative** – Requires minimal supervision; Sets and achieves challenging goals; Demonstrates persistence and overcomes obstacles; Measures self against standard of excellence; Takes calculated risks to accomplish goals; Volunteers readily; Undertakes self-development activities; Seeks increased responsibilities; Takes independent actions and calculated risks; Looks for and takes advantage of opportunities; Asks for and offers help when needed.

PHYSICAL DEMANDS: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this position, the employee is regularly required to sit; use hands to finger, handle, or feel; reach with hands and arms and talk or hear. The employee is occasionally required to stand and walk. The employee must occasionally lift and/or move up to 10 pounds. Specific vision abilities required by this job include close vision, peripheral vision, depth perception and ability to adjust focus.

WORK ENVIRONMENT: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this position, the employee is occasionally exposed to moving mechanical parts such as printers. The noise level in the work environment is usually moderate.

To perform the duties of this position, the employee is required to have reliable transportation to meet with donors and attend events. This position is currently being performed in a hybrid remote/in person model and requires access to high-speed internet from remote location(s). As health guidelines change, it may revert to a full-time in-office position.