

CAPE SYMPHONY

DIRECTOR OF ADVANCEMENT

Title: Director of Advancement
Department: Philanthropy
Reports to: Executive Director
Supervisor to: Advancement Staff

Position Type: Full-Time

Position Summary

The Director of Advancement, reporting to the Executive Director, is a strategic and hands-on leader responsible for all fundraising and advancement activities, including annual giving, institutional giving, web-based campaigns, major events, and stewardship. The ideal candidate is enthusiastic about the future of orchestral music, performing arts, and arts education, bringing a positive, team-oriented approach and the ability to execute initiatives that expand the Cape Symphony's reach and impact. This role also oversees all advancement operations—gift processing, acknowledgements, pledge tracking, database integrity, reporting, research, budgeting, and prospect management—manages a portfolio of major and principal gift prospects (about 30% FTE), and collaborates closely with the Executive Director, Board, and staff to grow both annual and restricted support.

Primary Responsibilities:

Major & Principal Gifts

- Identify, cultivate, solicit, and steward major gift donors for annual, restricted, special project, tour sponsorship, and endowment support.
- Manage a portfolio of 150+ donors and prospects at the \$25,000+ level, creating individualized cultivation and solicitation strategies.
- Prepare and present at least 30 proposals annually and contribute to stewardship reports.
- Identify and qualify a minimum of 100 new major-gift prospects each year.
- Achieve annual revenue goals for major giving programs.
- Engage and support the Executive Director, Board, staff, and orchestra members in donor-related activities.
- Maintain accurate tracking of moves management, proposals, and donor communications.

Major Event Management

- Serve as lead strategist and manager for all major fundraising and cultivation events, including galas, receptions, VIP experiences, and special gatherings.
- Develop and manage annual event plans and budgets, ensuring cost-effective, mission-aligned, and impactful outcomes.
- Oversee event logistics in collaboration with operations, artistic, and administrative teams.

- Lead event program development, including scripts, run-of-show, speakers, talent, donor recognition, and guest experience.
- Identify, secure, and steward event sponsors; develop sponsorship packages and benefits.
- Recruit, train, and support event committees and volunteer leadership.
- Manage high-level donor and VIP experiences.

Advancement Operations & Data Management

- Oversee all advancement operations: gift processing, acknowledgements, pledge tracking, database management, research, and reporting.
- Serve as administrative lead for the organization's CRM/database, ensuring data accuracy, segmentation, analytics, and performance reporting.
- Develop and monitor dashboards to track revenue, pipeline activity, and event performance.
- Ensure compliance with ethical fundraising standards, donor confidentiality, and gift acceptance policies.
- Oversee departmental budgeting and collaborate with finance on reconciliation, forecasting, and revenue reporting.

Annual Giving, Institutional Giving & Communications

- Lead strategy and implementation for all annual fundraising programs, including direct mail, digital campaigns, institutional giving, and donor stewardship.
- Partner with the marketing/communications team to ensure consistent messaging and strong promotion of fundraising initiatives.
- Contribute to donor-facing publications, impact reports, proposals, and event collateral.

Institutional Giving & Grants

- Lead the Symphony's institutional giving strategy, including foundation, corporate, and government funding.
- Maintain an annual grants calendar to support timely submissions and reporting.
- Write, edit, or supervise proposals, letters of inquiry, budgets, and supporting documents.
- Ensure timely and accurate narrative and financial reporting for all grants.
- Collaborate with finance and program staff to gather relevant data and outcomes.
- Build and steward relationships with foundation officers, corporate partners, and public agencies.

Team Leadership & Board Engagement

- Supervise, mentor, and support advancement staff and volunteers; foster a collaborative, accountable, mission-driven culture.
- Staff key Board committees (e.g., Development, Events) and provide strategic guidance and reporting.
- Build strong relationships with community leaders, civic organizations, businesses, and stakeholders to strengthen philanthropic engagement.

Additional Responsibilities

- Attend development-related events, concerts, and donor activities, including evenings and weekends.
- Manage special projects as assigned by the Executive Director.
- Perform other duties as assigned.

Reporting Relationships

- Reports to: **Executive Director**
- Key contacts: donors, prospects, trustees, orchestra members, subscribers, community partners, and staff.

Qualifications

- Bachelor's degree required.
- Minimum of five years of progressively responsible fundraising experience; performing arts experience preferred.
- Demonstrated success in donor cultivation, solicitation, and relationship management.
- Ability to work independently while keeping supervisors and volunteers informed.
- Strong team collaboration skills within a results-driven environment.
- Excellent written and verbal communication skills.
- Proficiency in word processing, databases, and spreadsheets; Spektrix experience preferred.
- Strong project management and organizational skills.

Working Conditions

Evening and weekend work is required based on the Cape Symphony's performance and event schedule.

To Apply

Please send a cover letter and resume in PDF format to **recruitment@capesymphony.org**.

No phone calls, please. The Cape Symphony is an equal opportunity employer.

About the Cape Symphony:

Mission

Cape Symphony inspires, educates, and connects our community through exceptional music and inclusive outreach programs.

Vision

Where music inspires, education transforms, and creativity thrives.

Values:

Inspiration – We believe in the transformative power of music to inspire joy and wonder.

Inclusivity – We welcome all, creating accessible experiences that resonate with diverse audiences.

Creativity – We embrace innovation, continuously exploring new ways to connect through the arts.

Excellence – We are committed to delivering exceptional performances and educational programs.

Community – We cultivate a deep connection with Cape Cod, honoring the unique spirit of our region.

Lifelong Learning – We nurture a passion for music and the arts across all ages and stages of life.

The Cape Symphony values diversity and inclusiveness in the workplace. Individuals who bring diverse backgrounds and perspectives are encouraged to apply. It is our policy to provide equal employment opportunity (EOE) to all persons regardless of age, color, national origin, citizenship status, physical or mental disability, race, religion, creed, gender, sex, sexual orientation, gender identity and/or expression, genetic information, marital status, status with regard to public assistance, veteran status, or any other characteristic protected by federal, state or local law. In addition, the Cape Symphony will provide reasonable accommodations for qualified individuals with disabilities.