



## DIRECTOR of DEVELOPMENT

### THE POSITION and ORGANIZATIONAL BACKGROUND

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Founded in 2013, BRAVO Youth Orchestras is the first El Sistema-inspired program in Oregon, partnering with high-poverty public schools to restore vibrant music programs for children who would not otherwise have access. 90% of our students live in poverty and 85% are children of color. Our students have performed for the Governor's inauguration twice, have played for thousands alongside Black Violin and Hypnotic Brass, and have performed with the Oregon Symphony. After seven years of success and steady growth, seeks to add the first staff member dedicated to development to our team. The successful candidate should be an experienced fundraiser who is passionate about connecting donors and funders to BRAVO.

The Development Director will work with the Executive Director and Board to support the organization's mission and help achieve fundraising goals, and will report to the Executive Director. She/he guides ongoing development activities including annual giving, major gifts, foundation and government grants, corporate support and special events, as well as community relationship building and cultivation. Essential duties include, but are not limited to, the following:

### DESCRIPTION OF FUNDRAISING DUTIES

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- Plan, create and execute all annual fundraising activities including:
  - Individual Major Gifts, in partnership with the Executive Director
  - Individual direct mail campaigns, including annual fund
  - Foundation and government grants
  - Corporate sponsorships and gifts-in-kind
  - Special fundraising, recognition and cultivation events
- Help create annual and long-range strategic development plans with the Board of Directors and the Executive Director that support the mission of the organization.
- Manage donor and prospective donor relationships through a comprehensive program of identification, introduction, cultivation, and benefit fulfillment activities.
- Assist Board members in planning and meeting their individual development goals.
- Advise the Executive Director and Board of Directors in service of the organization's major donors and prospects and support good stewardship strategies for donors.
- Strive to create a "culture of philanthropy" at BRAVO with the Board of Directors, Executive Director and staff.

- Oversee the planning and execution of periodic cultivation and fundraising events. BRAVO typically plans one major benefit concert annually each spring, with 3-5 smaller additional events for fundraising or donor cultivation.
- Develop new fundraising initiatives in support of general and specific Bravo programs.

## OTHER DUTIES

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- With the Executive Director and the Treasurer, develop and manage the development revenue and expense budgets and forecasts.
- Serve as primary staff support to the board fundraising committee.
- Coordinate the timely processing and acknowledgement of all gifts.
- Establish development policies, systems, and procedures, with a special emphasis on professionalism and ethical standards for soliciting, tracking and reporting gifts, and for exceeding the expectations of individual, corporate, foundation and government donors.
- Supervise the appropriate use of donor software and reporting, ensuring donor privacy, data accuracy and timeliness of reporting.
- Represent BRAVO in the community at events and conferences as appropriate.
- Manage volunteers as appropriate.

## TRAITS AND CHARACTERISTICS

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The Development Director will be a self-starting, creative, and entrepreneurial development professional with the ability to prioritize and achieve desired fund development goals. She/he will be a responsible problem solver, and a results-oriented leader who understands and appreciates the innovative goals and vision of BRAVO Youth Orchestras. She/he will be a poised leader with the creativity and flexibility to identify and pursue new avenues for growth, and who can balance a strong interest in BRAVO's programs with a bottom-line focus on generating the resources to support the work of the organization. The Development Director will demonstrate resiliency in successfully working with a wide-range of people and will possess a strong donor-centered orientation. She/he will be a highly skilled communicator who is able to generate enthusiasm among diverse stakeholders with a team-oriented approach. The ability to embrace challenges and opportunities with a keen sense of accuracy and urgency in order to keep development activities on track is highly desirable.

## EXPERIENCE

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- Bachelor's degree and a minimum of 3 years proven development experience with a successful track record in individual giving (annual fund and major gifts), corporate, foundation, and government fundraising, and a working knowledge of special events.
- Experience in soliciting and closing donations in all core components of fundraising, including social media campaigns.

- Excellent interpersonal skills, organizational ability, superior written and oral communication capabilities, and the ability to lead and motivate fellow team members and volunteers to achieve organizational development goals. Experience working in diverse settings.
- Strong knowledge of contact management systems (experience with Salesforce preferred), Microsoft Word and Excel, prospect research methods, and experience making presentations to Board members and donors.

## WORKING CONDITIONS

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**General:** The Development Director will be expected to spend a portion of her/his time out of the office on external appointments with donors, prospects, board members and community leaders; and be present as well at BRAVO activities and other community events/meetings.

This position will also require extensive office work including creating and maintaining paper and computer files and communicating using e-mail and telephone, as well as preparation of fundraising materials in partnership with the ED and fundraising committee. A significant part of time in the office will spent working at a computer workstation or on the telephone.

The Development Director is an exempt position which will require work outside of the standard 40- hour work week, including extended hours, evenings and weekends as required by performances, events and particular project work load.

**Equipment Used:** In addition to a computer workstation and telephone, the Development Director will use the copy machine and printer to perform duties, as well as other office tools.

**Physical Demands:** This position will require extended periods of sitting and standing. Some concentrated data entry using computer keyboard and mouse will be required. Telephone work will usually not be for prolonged periods of the workday. Occasional lifting tasks will be required, limited to 40 pounds or less without assistance.

**BRAVO Youth Orchestras offers competitive wages commensurate with experience, comprehensive medical/dental/vision coverage, and generous vacation and paid holiday leave.**

### TO APPLY:

By June 15, please send a resume and cover letter along with the names of three references to:  
**Seth Truby, Executive Director - [seth@oregonbravo.org](mailto:seth@oregonbravo.org)**

*BRAVO serves a diverse population of students, and this is reflected in our current staff.*

*BRAVO is an Equal Opportunity Employer and does not discriminate based on age, color, disability, gender identity, genetic information, marital status, national origin, race, religion, sex, sexual orientation, or veteran's status.*