



JOB TITLE: Development Director
ORGANIZATION: YOSA (Youth Orchestras of San Antonio)

REPORTS TO: Executive Director
SUPERVISES: Development Assistant, Volunteers

JOB SUMMARY: Working with the Executive Director, the Development Director will provide effective leadership in building and maintaining a comprehensive and strategic fundraising and communications program consistent with the needs and goals of YOSA.

JOB DUTIES AND RESPONSIBILITIES:

Managerial

- In coordination with the Executive Director (ED) and the Board of Directors' Development Committee, set goals for the year which are aligned with the budget and strategic plan, and establish targets for each solicitation method
- Research prospects, prepare portfolios and coordinate strategies with ED and Board for major donors; identify peer-to-peer volunteers, especially on board; coordinate cultivation opportunities (e.g. concert invitations); coordinate face-to-face solicitation visits
- Oversee duties of the Development Assistant, including database management, grant proposals and reporting, and event management

Corporate

- Develop corporate giving programs and institute concert sponsorship campaign
- Serve as primary liaison to corporate giving staff

Foundation & Government

- Coordinate with the Development Assistant to manage foundation and government proposals and applications
- Coordinate with Development Assistant all reports pertaining to received grants

Annual fund solicitation

- Develop and pursue strategies for new donor acquisition
- Establish, market, and coordinate a structured donor recognition program based on giving circles with defined purposes and donor benefits
- Mailing list development, including segmentation for solicitation and donor-related mailings including newsletters
- Establish and oversee social events tied to donor recognition and cultivation
- Coordinate board member giving campaign, with Development Committee Chair
- Ensure donor acknowledgment and accurate database entry is maintained on a regular basis

Special constituencies

- Establish and manage specific strategies to identify and strengthen relations with alumni and win significantly increased levels of alumni giving
- Administer and attend meetings of board subcommittees and support groups (e.g., alumni relations, parents)
- Support the planned giving program by identifying consistent givers, maintaining regular mailings to identified prospects, and planning and presenting special events

General

- Be knowledgeable about all YOSA programs and operations
- Be a supportive member of a dynamic administrative team which supports the music education of hundreds of children in San Antonio

REQUIREMENTS: The successful candidate shall have a bachelor's degree and 5 years of fundraising experience. CRFE preferred. This position requires the following qualities: integrity, a commitment to an extremely high level of customer service, confidentiality, a self-starter mentality, ability to multi-task and prioritize effectively, excellent written, verbal, and interpersonal skills, attention to detail, ability to interact



effectively with diverse constituencies, skills in prospect research, donor cultivation, and written appeals, and comfort with face-to-face solicitation. Experience using a donor database is essential. Occasional work on evenings and weekends should be expected. Experience in the arts and/or education field is a plus.

COMPENSATION: Salary commensurate with experience. Excellent employee benefits package.

APPLICATION PROCESS:

Please submit ALL of the following materials:

1. Cover letter
2. Resume
3. Salary history
4. List of references

To: Brandon Henson, Executive Director, via email (bhenson@yosa.org)

MISSION STATEMENT:

The mission of Youth Orchestras of San Antonio, the premier orchestral experience for youth citywide, is to enhance education, enrich the community and transform lives by pursuing excellence in classical music in a stimulating, nurturing and fun environment that is equally accessible to all youth.

ORGANIZATION DESCRIPTION:

YOSA is the successor of San Antonio's first community-wide youth orchestra, created by the San Antonio Independent School District in 1949. This season, more than 3,000 young people will benefit from the YOSA experience, representing 169 schools throughout Bexar County and its surrounding communities. YOSA is a resident company at San Antonio's new Tobin Center for the Performing Arts, opened in September 2014, and was the only youth orchestra in America to receive a 2013 ASCAP Award for Adventurous Programming. YOSA has represented San Antonio on 11 international tours, most recently in July 2016 to central Europe, visiting Vienna, Prague, and Budapest. Our program offerings consist of three primary areas, Orchestras, Camp, and School Partnerships.

ORCHESTRAS

YOSA supports nine orchestras that rehearse weekly throughout the school year: YOSA Prelude Strings, YOSA Capriccio Strings, YOSA Sinfonietta Strings, YOSA Repertory Strings, YOSA Concertino Strings, YOSA Flute Choir, YOSA Symphonic Winds, YOSA Symphony, and the YOSA Philharmonic. The YOSA Philharmonic, comprised of the very best young musicians in the San Antonio region, performs professional-level repertoire in premier venues at home and abroad, collaborating regularly with internationally renowned soloists and composers.

CAMP

YOSA offers a two-week Summer Symphony Camp that gives students an opportunity to continue their musical studies, with classes in music theory, composition, conducting, and music technology.

SCHOOL PARTNERSHIPS

YOSA M^AS:Music at School, Roosevelt Compact and Edgewood, is an intensive program offering supplementary services in support of transforming school orchestra programs into world-class music education centers. YOSA provides private lessons, sectional coaches, clinicians, teaching assistants, concert tickets, and other resources, as well as tuition assistance for affiliated students to participate in YOSA programs.

New in 2017, the YOSA Invitational is a community resource that invites local middle and high school bands and orchestras to rehearse, perform, and record in San Antonio's premier venue, the Tobin Center for the Performing Arts, at no cost to the school. In May 2017, 16 local school programs will participate in the inaugural YOSA Invitational.