

Troy Savings Bank Music Hall Corporation

Job Title: Director of Development

Summary

The world-renowned Troy Savings Bank Music Hall is seeking a dynamic, strategic, tactical leader and problem solver with an ability to think creatively to raise the bar in building public and private support for the Troy Savings Bank Music Hall as its full time Director of Development.

The Director of Development is responsible for developing and implementing comprehensive fundraising campaign plans with the goal of deepening relationships and investment by existing donors, building a major gifts pipeline, cultivating institutional funders, sustaining and building community/corporate relationships, and working with leadership to increase contributed revenue. The Director of Development will work closely with the Board, staff, and consultants to implement relationship-based fundraising and community engagement efforts for the Troy Savings Bank Music Hall, a nonprofit cultural institution with an annual operating budget of \$2 million serving over 45,000 visitors each year.

The Director of Development should be a sensitive, thoughtful, and assertive manager; capable of understanding and supporting the needs and expectations of the Board, staff, and community supporters; and be especially effective as a diplomat and decision-maker helping to support the Music Hall's articulation of its mission.

This is a professional level position suited for a candidate with meaningful experience in fundraising, including individual giving, planned giving, grant writing, corporate relations, and the ideal candidate will have experience with capital campaign development and implementation and have expertise in reaching diverse populations and communities.

Primary Duties and Responsibilities

- Serve as lead liaison of cultivation efforts engaging donors in fundraising initiatives; developing strategic funding relationships, individual donor cultivation, corporate partnerships, and membership campaigns.
- Implement a comprehensive program of identification, cultivation, solicitation, and stewardship of all prospective and current donors. Maintain donor relationships through correspondence, calls, gatherings, etc.
- Work in close collaboration with Executive and Associate Directors on strategic fundraising initiatives, design of new funding proposals, tracking data on program outcomes, and other reporting requirements.
- Develop and manage individual donor campaigns, including acquiring new donors, increasing donor renewal and upgrade rates, and building a pipeline for major gifts.
- Serve as administrative lead in a capital campaign with support from individuals, foundations, corporations, and government sources for an imminent \$7 million renovation project.
- Identify and cultivate potential individual, corporate, and foundation gift prospects and grant opportunities.



- Maintain existing and build new mutually beneficial relationships with corporate sponsors whose philanthropic goals align with the Music Hall's programming and mission.
- Prepare and oversee all direct mail and electronic fundraising campaigns and ensure that all contributors receive proper acknowledgement and recognition, including accurate representation in all printed and virtual materials. This includes individual donors as well as foundation, corporate, and government funders.
- Ensure the effective and appropriate use of Theatre Manager database to support fundraising donor cultivation, gift tracking, and data mining.
- Share in staffing performances and other public functions, serving as a representative of the organization and manager on duty for events.
- Serve as a visible ambassador for the Music Hall and be able to articulate and champion its mission.

Desired Characteristics and Qualifications

- Considerable experience in annual, corporation, foundation, and major gift fundraising with a measurable record of accomplishment with additional consideration for experience with capital campaigns.
- Demonstrated experience expanding and cultivating existing donor relationships over time.
- A creative thinker capable of innovating and pivoting quickly, capable of handling multiple projects and prioritizing appropriately. Creative, visionary, yet detail oriented.
- Degree in arts administration, communications, or other related field; Education or work experience beyond an undergraduate degree may count towards experience.
- Superlative communication skills, both in writing and interpersonally
- Significant experience with grant writing and grant stewardship.
- A demonstrated interest in the arts, culture, and popular entertainment. General knowledge of a wide range of musical genres and styles.
- Experience working with an audience-serving cultural organization preferred.
- Ability and enthusiasm to work occasional evenings, nights, and weekends as performance and event schedule demands.
- Maturity, compassion, and a sense of humor.
- Familiarity with the Capital Region philanthropic community.
- Experience planning, managing, and working special events.
- Enjoy being an integral part of a small dynamic team.

Reports to: Executive Director

Status: Full time, exempt. Variable schedule, but 80% expected to be in office.

Salary Range: \$65,000-\$75,000, benefits include sick, personal, and vacation time, 10 paid holidays, health and dental insurance, access to tickets for events, and a low drama work environment.

Physical Demands & EOE

The Troy Savings Bank Music Hall is an Equal Opportunity Employer. All qualified candidates will receive consideration for employment without regard to race, class, religion, country of origin, political belief,

(dis)ability, age, gender identity, sexual orientation, protected veteran status, or any factor protected by law. BIPOC candidates are strongly encouraged to apply.

While performing the duties of this job, the employee is regularly required to talk and hear. The employee frequently is required to sit and reach with hands and arms. The employee is occasionally required to stand, walk, stoop, kneel, or crouch. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, color vision, and ability to adjust focus. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

For the safety of all who visit the Music Hall offices and venue, **COVID-19 vaccination will be required as part of employment.** Employee may be required to wear a mask, over both nose and mouth, while on premises unless consuming food/drink, or due to medical restrictions.

The Troy Savings Bank Music Hall Corporation's Equity, Diversity, and Inclusion Statement

We value, encourage, support, and celebrate diverse backgrounds and cultures and the artistic expression of those backgrounds and cultures in keeping with our mission to enrich the community and inspire passion for the creative arts. We will engender this by fostering diverse, engaging, and transformative cultural experiences through performances, collaboration, community events, and education in an inclusive, accessible environment.

We believe a diverse, inclusive, and equitable workplace is one where all employees and volunteers, whatever their gender, race, ethnicity, national origin, age, sexual orientation or identity, education or disability, feels valued and respected. We are committed to a nondiscriminatory approach and provide equal opportunity for employment and advancement in all of our departments, programs, and worksites. We respect and value diverse life experiences and heritages and ensure that all voices are valued and heard.

Not sure you meet 100% of our qualifications? Research shows that men apply for jobs when they fulfill an average of 60% of the criteria. Yet, women and other people who are systematically marginalized tend only to apply if they meet every requirement. If you believe that you could excel in this role, we encourage you to apply. We are dedicated to considering a broad array of candidates, including those with diverse workplace experiences and backgrounds. So, whether you're returning to work after a gap in employment, simply looking to transition, or taking the next step in your career path, we will be glad to have you on our radar. We are dedicated to building an equitable environment that is mixed across lines of difference and strongly encourages applications from Black, Indigenous, People of Color, women, transgender and non-binary candidates. This position will remain open until filled and until a diverse and qualified pool of candidates is identified. Applicants from populations underrepresented in the theater field are strongly encouraged to apply.

Please use your cover letter to tell us about what you hope to bring to this role.

To apply, please send your resume and cover letter to employment@troymusichall.org with Director of Development in the subject line.

The Troy Savings Bank Music Hall is a National Historic Landmark built in 1875. Famous for its world class acoustics, the Music Hall is owned by the Troy Savings Bank Foundation. The Music Hall seats up to 1175 and its programming includes rock, indie, jazz, choral, classical, world music, as well as comedy shows, symphony concerts, recitals, and other events. To learn more visit www.troymusichall.org.