

Sheboygan Symphony Orchestra - Membership and Development Director

General Responsibilities:

Further organizational development by increasing financial support through annual, individual and corporate campaigns and grants, securing membership (season tickets,) and growing volunteer support.

Specific Responsibilities:

Development:

- Develop and enhance annual individual and corporate campaign fundraising plans including goals, targets and communications in collaboration with staff, board committees, and consultants.
- Oversee and execute the plan including one on one solicitation.
- Write grants from various funding sources.
- Establish long term development strategies to secure the SSO future, i.e. legacy giving, endowment building.
- Establish appropriate donor recognition programs.
- Become fluent in donor data base software
- Staff the Board of Directors Development Committee.

Membership:

- Develop member (season ticket holders) recruitment and retention plans including target goals and recommended communications.
- Collaborate with the marketing committee as needed.

Volunteers:

- Formalize volunteer involvement.
- Establish volunteer recognition program.

Skills and Qualifications:

Bachelors' Degree preferred

3-5 years of development experience

Strong verbal and written communication skills

Computer literacy skills

Demonstrated organizational skills

Work in collaboration with SSO Managing Director

Wage: \$15/hour, negotiable

Hours: 20/week, flexible

Contact: Sheboygan Symphony Office
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