



DIRECTOR OF DEVELOPMENT

Position Summary

Tosco Music is seeking a **Director of Development** (DOD) at an exciting time for our dynamic arts organization. Reporting to the Director of Operations, the DOD will bring vision, drive, and creativity to reach ambitious fundraising goals with an eye toward revenue growth, patron engagement, and building a strong stewardship program. The DOD will be an enthusiastic advocate for Tosco Music in Charlotte and beyond. Serving on the executive team, the DOD will work closely with their colleagues and with the Board of Directors and must be a highly skilled and effective fundraiser with a proven history. The DOD will be a visible and an engaging presence at all major events and will be the primary fundraising liaison for Tosco Music.

Duties & Responsibilities

- Execute a comprehensive development plan to significantly increase contributed revenue.
- Engage the leadership team and board in effective donor identification, cultivation, solicitation, communication, and stewardship activities.
- Support the board's Development Committee and include committee members in execution of the development plan.
- Solicit and steward a portfolio of top donor prospects in collaboration with the Executive Director.
- Develop and implement a meaningful planned giving strategy.
- Conduct ongoing donor research, discovery, and analysis.
- Arrange donor meetings with the Executive Director and/or board members when appropriate.
- Maintain accurate donor recognition on the website, printed programs, and through other donor communications.
- Plan and implement donor stewardship events.
- Engage with current and prospective corporate sponsors and foundations to increase funding.
- Ensure timely and accurate donor and sponsor benefit fulfillment.
- Produce development communication materials that are consistent with the Tosco Music brand.
- Collect and publish donor stories and testimonials to highlight the impact of giving.
- Create an annual fundraising calendar, to include annual fund schedules, donor communications, and publication of the Impact Report.
- Develop messaging for donor correspondence and other donor-centric communications.
- Ensure efficient operation of all systems and processes required for an effective fundraising program.
- Manage donor database, including timely and accurate gift entry and acknowledgement.
- Produce analytical reports to support Tosco Music's contributed revenue goals and strategies.
- Maintain current knowledge of national trends, strategies, and fundraising best practices for arts organizations.



DIRECTOR OF DEVELOPMENT

Qualifications

- Bachelor's degree and at least five years of fundraising experience.
- Proficiency with donor database software.
- Creative problem-solving skills, ability to think critically, and make informed recommendations for improvement.
- Strong organizational skills, detail-oriented, and proactive.
- Demonstrated ability to attend to multiple areas of responsibility and meet target goals and objectives.
- Experience with grant writing and reporting is a plus.
- Enthusiasm to work on a team committed to equity, cultural awareness, and sensitivity.
- Availability to work some nights and weekends for Tosco Music events.
- Computer proficiency, including Microsoft Office applications (Word, Excel, PowerPoint) and cloud storage applications (Dropbox, Google Drive, etc.).

How to Apply

Please send your resume together with a cover letter to careers@toscomusic.org. In your cover letter please outline how your past experience aligns with the expectations for this position and why you want to be part of the Tosco Music team. This is a full-time, exempt position offering a compensation range of \$60,000-\$65,000 annually, depending on experience.

Tosco Music is an Equal Opportunity Employer committed to inclusive hiring and dedicated to diversity in its work and staff. Employment decisions are made without regard to race, color, religion, gender, sex, national origin, physical or mental disability, age, sexual orientation, veteran status, or any other characteristic protected by applicable state or federal laws. Tosco Music encourages candidates of all groups and communities to apply for this position.