



Director of Development and Patron Engagement

Responsible for organizing and implementing a comprehensive plan to meet the fundraising goals of the Evansville Philharmonic. Responsible for cultivation and stewardship of current donors. Responsible for development and implementation of plans to engage audience members and community as potential donors. Responsible for building relationships and developing partnerships in the community.

Day to day responsibilities include planning, evaluating, organizing, and implementing development and fund-raising activities for the Evansville Philharmonic Orchestral Corporation.

Duties may include but are not limited to:

Work with Board Development Committee, EPO Staff, and Executive Director to:

- Establish and propose a realistic expectation of total contributed income for each annual budget.
- Structure Annual Fund Campaign with specific tasks and implementation dates.
- Recruit volunteers from EPC, Philharmonic Guild, and others to help with fund drives.
- Develop & implement training program and materials for campaign volunteers.
- Develop Annual Fund Campaign promotional printed materials (Brochures, stationery, pledge cards, etc.).
- Oversee longer term endowment and planned-giving programs in conjunction with the EPO Board, Executive Director, and Planned Giving Committee.
- Secure sponsorships for all concerts and all events.
- Make in person calls to new and all renewing sponsors.
- Introduce other Board members and EPO Staff members into expanding our relationship with all sponsors.
- Organize and execute all fundraising events with appropriate Committee Chairs.
- Work with Board Committees on other projects as requested by the Executive Director.
- Work with the Marketing Department to plan, edit and contribute articles from staff, Board members, donors, musicians, etc.
- Perform other development-related duties as assigned by the Executive Director.

Engagement/Cultivation/Solicitation

- Build, maintain, and oversee the relationships with current donors and supporters.
- Personally solicit gifts from identified prospects.
- Support fund raising and donor activities with all Orchestra, Chorus, Youth Orchestra, and Guild events including Gala, Golf, and Receptions.
- Research, prepare, and present proposals for potential Corporations, Foundations, and individuals as prospects for Philharmonic Fund, Sponsorships, Grants, and Endowment gifts.
- Develop corporate, foundation, and other private-giving strategies locally, state-wide, and nationally.
- Keep records of donor contacts, with detailed notes about donor interests, relationships, ideas, and concerns.
- Maintain a strong presence in the community representing the Philharmonic at events.
- Oversee and maintain files and archives for donor activities and events.

Status: Full-Time Exempt employee hired by and reporting to the Executive Director, holidays, vacation, health benefits; salary range \$45,000-\$50,000, contingent upon experience.

Send Resume to Kimberly Bredemeier, Executive Director,
kbredemeier@evansvillephilharmonic.org.