

Stanford Jazz Workshop Job Description

Job title: Development Director
Reports to: Executive Director
Status: Exempt, Full Time
Date Prepared: May 20, 2019

The Position

Reporting to the Executive Director, and collaborating with SJW's Founder/Artistic Director and Board of Directors, the Development Director creates and implements the organization's fundraising strategy. As the principal contact for members of the organization's donor community, the Director must be adept at stewarding relationships with existing donors, and be able to cultivate support from prospects, including individuals, foundation and corporate partners, and government sources. Approximately half of annual contributed revenue comes from individual contributions, half from institutional sources.

Responsibilities

The Development Director is responsible for forecasting and achieving SJW's defined contributed revenue objectives by developing and implementing a fundraising strategy that achieves near-term goals while also establishing and pursuing strategic goals.

Individual Donors

- Annually create and implement a fundraising plan, with a goal of developing effective methods and strategies to increase SJW's overall fundraising effectiveness over time.
- Support the involvement of SJW's Board as active partners in the fundraising process, and provide leadership for the Board's Development Committee.
- Create effective donor and prospect communication strategy, calendar, and content.
- Manage VIP ticket purchases and seating at Stanford Jazz Festival performances.
- Cultivate relationships with, solicit, and steward Inner Circle donors (\$1,200+).
- Secure and manage annual concert sponsorships by individual donors.
- Coordinate and host donor visits at concerts and education programs.
- Plan and execute donor events, including in-home salons and Festival receptions.
- Plan and execute major fundraising events as determined in collaboration with other senior staff and Board members to ensure that event goals are clearly defined and achieved.
- Ensure that contributions and donor data are properly maintained in the organization's donor database, including monthly reconciliation of contributions with the Controller.
- Ensure that gifts are acknowledged and documented in a prompt and appropriate manner, and regularly report to the Executive Director on progress toward fundraising goals.
- Research and identify new prospects in coordination with the Executive Director, SJW Board members, and friends of SJW.

Institutional Funders (Foundation, Corporate, and Government)

- Research, write, submit, and document effective letters of inquiry, grant proposals, and corresponding grant reports.

- Maintain and manage a detailed calendar of preparation and deadline submission dates for foundation grants and reports, government agency grants, and other gift prospects.
- As may be required or appropriate, serve in liaison capacity to SJW's foundation and corporate partners, and to government agencies with which SJW has or wishes to develop productive relationships; and, host visits of representatives from partners to introduce and reinforce SJW's approach to jazz education and performance.

Administration

- Ensure that SJW's donor database is promptly updated, effectively maintained, and archived with accurate and detailed donor records and histories.
- Oversee monthly reconciliation of contributions and donor records with SJW's Controller to ensure that grants and gifts are properly coded and in agreement with the general ledger.
- Collaborate with SJW's Marketing Director to ensure accurate and donor recognition and acknowledgment in print and online.
- Ensure that high quality supplemental grant materials, such as thank you letters from scholarship recipients, letters of support, Guidestar and Data Arts Project profiles are current and coordinated within the department.
- Ensure that development-related areas of SJW's websites and social media platforms are current, accurate, and well written.
- Participate as may be requested or required when "all hands on deck" are needed to support SJW events, including summer registration, performances, and other all-organization events.
- Other duties as assigned.

Qualifications

- Five-plus years of experience in development with deep knowledge of and experience in increasing organizational capacity.
- Direct experience with member-based individual giving programs, grant writing, and corporate sponsorship required.
- Experience with performing arts production and/or music education desirable.
- Excellent verbal, written, and public presentation skills.
- Experience in working effectively with donor software and using database applications to support donor management and related functions (SJW utilizes Bloomerang plus proprietary FileMaker-based databases).
- Experience in planning and producing effective donor-related events, such as house parties and post-concert receptions.
- Facility in developing, managing, and interpreting budgets and development-related financial, analytical, and other data-driven reports.
- Deep knowledge of best practices of fundraising, including handling of restricted gifts, conditions for temporarily restricting and releasing from restriction gifts per donor terms, standards and guidelines for related to tax-deductibility, procedures for receiving and processing gifts of stock, and additional knowledge of fundraising practices with which senior fundraising professionals are generally familiar.
- Experience in serving as a key external representative, and ability to communicate effectively and comfortably with a variety of groups and individuals, including individual donors, foundation officers, artists, parents, and program participants.
- Ability to lift 35 pounds.
- Current, valid CA driver's license, and ability to drive a car if needed.

We offer a competitive salary based on qualifications, excellent benefits, and a casual and dynamic office workplace.

About Stanford Jazz Workshop

Stanford Jazz Workshop is a 48-year-old independent nonprofit organization dedicated to the perpetuation of jazz music through educational programs and concerts of the highest artistic quality. SJW's mission is to create an environment that is conducive to learning, experiencing, and appreciating jazz — a community created by bringing the best performers and teachers of jazz together with listeners and students of all ages, abilities and backgrounds. For more information, please see <http://stanfordjazz.org>.

To Apply

Please email a cover letter and current résumé to jobs@stanfordjazz.org. Include “Development – (Your Full Name)” on the subject line of your email. Please no phone calls or faxes. We will carefully review every application, but we may only respond to those that seem to be a good match. Thanks for your understanding and for your interest.

Stanford Jazz Workshop is an equal opportunity employer, and seeks to create a diverse and harmonious workplace.