

ASHEVILLE SYMPHONY

POSITION ANNOUNCEMENT

DATE: November 10, 2025

JOB TITLE: Director of Development

REPORTS TO: Executive Director

JOB DESCRIPTION:

The Director of Development works to build the future capacity of the Asheville Symphony through the planning and implementation of all fundraising activities. The role establishes and maintains relationships with individuals, corporations, foundations, and government agencies, and oversees appeals, proposals, and applications to these funders.

The Director works closely with the Executive Director and the Board of Directors in the cultivation and stewardship of all donors, seeks out additional funding opportunities, and leads staff and volunteers in the execution of fundraising initiatives, including through the leadership of the Board's Development Committee. This position requires awareness and understanding of current trends and resources in philanthropy, excellent interpersonal and written communication skills, and an ability to lead the organization toward its contributed revenue goals.

The Director promotes a team culture consistent with the Asheville Symphony's internal and external core values.

This is a senior leadership position that reports to the Executive Director and leads a department of two other full-time team members, a Development Manager and a Development Associate.

JOB DUTIES AND RESPONSIBILITIES:

- Provide leadership for a growing department, including direct supervision of two staff members and collaboration with event-based support personnel.
- Plan, manage, implement, and evaluate all Asheville Symphony fundraising programs, including annual fund, business sponsorships, grants, major gifts, endowment gifts, planned giving, special events, and in-kind donations.
- Lead Board members, volunteers, and staff in executing fundraising events and campaigns.
- Lead internal strategic campaign readiness to determine preparedness and develop plans for implementing endowment and/or capital campaigns over the next 5 years. Serve as a key partner with Executive Director, Board leaders, and campaign consultancy in the

establishment and execution of campaign milestones.

- Oversee all direct mail and digital solicitation and acknowledgement processes, in coordination with other Asheville Symphony publicity and marketing.
 - Oversee maintenance and data hygiene of CRM records, and administer donor benefits in alignment with IRS guidelines.
 - In coordination with Development Manager and Development Associate, ensure that all donor & sponsor benefits are appropriately documented and facilitated as promised to donors & sponsors.
 - Collaborate with the Executive Director to develop and implement a business sponsorship program. This includes researching and identifying potential sponsors, preparing proposals, identifying intersections between Asheville Symphony's programming and partners' interests, and ensuring that sponsor benefits are delivered in a timely fashion.
 - Work closely with the Executive Director, Board, and its Development Committee to continuously research, cultivate, solicit, and steward new sources of revenue.
 - Track achievements and areas for improvement by working with the Development Manager to develop CRM reports and statistical analyses for the Executive Director, Board of Directors, and other key stakeholders.
 - Research funding sources and philanthropic trends, including new opportunities at the local, state, and national levels.
 - Supervise the grant research, proposal writing, and reporting processes of the Development Manager.
 - Serve as a representative and key spokesperson of the Asheville Symphony at public events, including delivering on-stage remarks and acknowledging sponsors.
 - Support the efforts of our affiliates, the Asheville Symphony Guild, Asheville Symphony Chorus, Asheville Symphonettes, and Asheville Symphony Youth Orchestra. Advise groups as necessary.
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QUALIFICATIONS & SKILLS

- Minimum of 5 years of Development experience, as well as major donor and planned giving experience. Background in the arts preferred.
- A Bachelor's degree or higher is required. Postgraduate and/or arts administration degree a plus.
- Experience executing fundraising campaigns across multiple donor channels, including business partnerships, major donors, capital campaigns and annual giving.
- Knowledge of, and experience with, CRM systems (e.g.: Raiser's Edge, Tessitura, Patron Manager, etc.) with expertise in reporting and statistical analysis.
- Experience in researching, writing, and submitting grant applications to businesses, foundations, and governmental agencies.
- Fluency with computer applications such as Google Suite and Microsoft Office, including mail merges, sorting, and reporting capabilities, as well as importing and exporting data between Excel and CRM databases such as Tessitura, Patron Manager, Raiser's Edge, etc. Ability to learn and apply new technical skills.
- Skilled in creating powerful and compelling written and oral communications.

- Experience in managing special events, including annual fundraisers, live auctions, and VIP donor events.
 - Strong leadership and management skills, with experience managing a fundraising team. This requires the ability to set goals and expectations, motivate team members, and provide guidance and support as needed.
 - Proven ability to work collaboratively with colleagues, Board members, and volunteers to achieve fundraising goals.
 - A professional, friendly, and collaborative demeanor with excellent interpersonal skills, as well as the ability to build relationships and work effectively with diverse groups of people is essential.
 - Self-starter with ability to work independently and entrepreneurially, as well as build authentic relationships with donors and partners.
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ORGANIZATION/ORCHESTRA DESCRIPTION:

Asheville Symphony:

The Asheville Symphony is a leader among cultural organizations in a desirable, arts-focused community. In recent years, the Symphony has experienced remarkable growth in artistic excellence, educational and program offerings, and revenue generation, reaching an audience of more than 50,000 annually through ticketed performances, community programming, and music education programs.

The Asheville Symphony produces a variety of musical programs for the benefit of Asheville and the Western North Carolina region. Currently, these programs include 16 classical concerts, 3-4 pops programs, 4 ALT ASO chamber orchestra performances, community engagement programs such as Symphony in the Park in downtown's Pack Square Park, recitals, and a robust music education suite that includes the Asheville Symphony Youth Orchestra, Music in the Schools, Young People's Concerts, Pre-Concert Talks, Hip Hop Folktale Project and more. The Asheville Symphony also produces an acclaimed Artist Residency program and the Asheville Amadeus Festival, a 10-day celebration of arts, culture and music, both of which are produced every other year.

The Asheville Symphony provides equal employment opportunities to all employees and applicants in every aspect of the employment process. The Asheville Symphony does not discriminate in employment opportunities or practices on the basis of race, color, religion, sex (including pregnancy, sexual orientation or gender), national origin, age, veteran status, citizenship, disability and genetic information (including family medical history), or any other basis prohibited by applicable law. Asheville Symphony will not tolerate any unlawful discrimination. This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, compensation, and training.

Asheville, North Carolina:

Asheville is the largest city in Western North Carolina and is the regional center for medical services, manufacturing, transportation, banking and professional services, shopping, dining and the visual and performing arts. At 2,200 feet in elevation, Asheville is located on a plateau divided

by the French Broad River, at the hub of the Great Smoky and Blue Ridge Mountains. The Asheville area is world renowned as a bustling tourist destination attracting over 12 million visitors and tourists each year who come for the natural beauty and vibrant hospitality the city offers. Asheville is a major destination for recreation activities and home to George Vanderbilt's Biltmore Estate. Every year, Asheville is listed in varied publications as one of the top 10 cities in which to live, retire, visit or dine.

Asheville's population is near 100,000 and Buncombe County is over 270,000. Academic institutions in the region include The University of North Carolina Asheville, Mars Hill, Appalachian State and Western North Carolina Universities, Warren Wilson, Montreat, Brevard, and Asheville Buncombe Technical Colleges.

Compensation: Commensurate with experience, within the range of \$72,000 - \$108,000.

Benefits: Paid vacation and 11 paid holidays, along with comprehensive benefits. Employer covers 100% of employee medical, dental, and life insurance and contributes 50% toward dependent coverage for those same plans. An optional vision plan is available at the employee's expense. Employees may participate in a tax deferred annuity immediately upon hire, and are eligible for a 401k program with up to a 4% company match after one year of employment.

Schedule: This position is an in-office role. Asheville Symphony's regular office hours are Monday - Friday, 9 a.m. to 5 p.m. Some night and weekend work is required in association with concerts or special fundraising & donor events. An event leave package is in place to compensate for required night/weekend hours.

Application Procedure: Please submit cover letter and resume with the subject line "Director of Development" to: apply@ashevillesymphony.org. Applications that do not include both a cover letter and resume will not be considered.

Application Deadline: December 12, 2025

Organization/orchestra web address: ashevillesymphony.org