



**Position:** Associate Director of Development  
**Reports to:** Associate Executive Director and VP, Development  
**Department:** Development  
**Supervises (#):** 2  
**Point Person for:** Corporate Council

**Overview:**

The Associate Director of Development will provide leadership and management of the development team. The Associate Director of Development will work with staff, trustees, and volunteers to ensure the success of the BPO's annual fund, campaign, corporate and foundation relations, government relations, and major and planned giving programs. The Associate Director of Development will provide supervision and training for development staff members.

**Key Duties and Responsibilities:**

- With the Associate Executive Director and VP, Development, create the strategic plan for the Development Office and set annual fundraising benchmarks and goals.
- Provide direct supervision and guidance for key development staff members.
- Coordinate and execute the Corporate and Foundation Relations program, including identification and qualification of prospects, cultivation and solicitation, and fulfillment of donor benefits.
- Secure in-kind donations and trade agreements.
- Coordinate and support the Corporate Council meetings and activities, to ensure that trustees and other volunteers become further engaged in the identification and solicitation of corporate donors.
- Manage a portfolio of 75 – 100 prospects and donors.
- Assist with Summer Season planning and securing funds to offset costs of the summer season.
- Evaluate the performance of development staff and provide guidance and professional development training.
- Provide monthly progress reports to the Associate Executive Director and VP, Development, tracking progress on all development office initiatives.
- Regularly attend BPO concerts and events.
- Maintain an in-depth knowledge of the issues facing the local region, especially in the areas of arts and culture and philanthropy.
- Maintain professional affiliations that enhance professional growth and represent the BPO at outside conferences and events.
- Perform other duties as assigned.

**Qualifications:**

- Bachelor's degree and/or professional experience in development, non-profit management or related field.
- Exceptional management skills and the ability to motivate and encourage staff members to maintain high performance levels and a positive work ethic.
- Excellent written and verbal communication skills, as well as organizational skills and the ability to manage multiple tasks simultaneously.
- Appreciation and understanding of the Buffalo Philharmonic Orchestra's mission and vision, and the ability to effectively communicate the priorities of the campaign. Knowledge of classical music a plus.
- Ability to work nights and weekends.
- Attention to detail, ability to meet deadlines and discretion in handling confidential information.
- Proficiency with Word, Excel, and databases.

**Equal Employment Opportunity Policy:**

The Buffalo Philharmonic Orchestra Society provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state or local laws. This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, furlough, transfer, leaves of absence, compensation and training.