



255 East Ave LL02  
Rochester, NY 14604

**Job Title: Development Officer**

**Classification: Full Time Salary**

**FLSA Status: Exempt**

**Supervisor: Vice President of Development**

**To Apply: Send Resume and Cover Letter to Rob Dermody, VP of Development at [Rdermody@rpo.org](mailto:Rdermody@rpo.org)**

### ***Summary:***

The RPO Development Department raises contributed revenue through philanthropic support from individuals, corporations, foundations, the public sector and special events to support artistic and educational programming and general operating expenses. Development is a critical component to the organization and as a team, is responsible for ~60% of the annual operating budget. The Development Officer will work to increase support by cultivating and stewarding effective individual donor relationships through the maintenance of an active fundraising schedule for annual campaign, special gifts and planned gifts. The Development Officer will be tasked with conducting strategic cultivation visits and solicitations with individuals for the RPO's \$50M comprehensive capital campaign – *RPO 100& Centennial Campaign*. A donor portfolio of 150-200 individuals, excluding board and honorary board, will consist of individuals that support the RPO at or above \$1,000 annually, with the capacity and potential to do more.

### ***Duties and Responsibilities:***

*Include but are not limited to:*

1. Qualify donors that represent the highest giving potential for the organization.
2. Create reasonable financial goals for each donor, based on the donor's previous and potential giving.
3. Create a personal contact-and-ask plan for each donor in the portfolio that takes into account the individual donor's interest, motivations, giving patterns and ask preferences in a timely and cost-effective manner, and retains and upgrades donors.
4. Secure 15 visits per month to qualify donors that represent the highest giving potential for the organization. These visits will focus on the RPO's comprehensive capital campaign and will include tailored, three part solicitations.
5. Secure project and organization information and create and write effective proposals and asks. Ability to secure information that can be sent back to donors to report on how their money was used.
6. Represent the RPO in the community while articulating the mission, goals and values of the organization.
7. Work to increase support by cultivating and stewarding donors through face-to-face meetings and regular communication. Actively manage a portfolio of 150-200 prospects with an emphasis on securing new and renewed gifts through timely and strategic weekly actions.
8. Work with the Development Team and RPO leadership on major donor strategy, prospect identification, solicitation activity, and board/staff assignments.
9. Staff and represent the RPO at concerts, programs and events as assigned. Evening and weekend concert duty is required, as these events are an optimal means of cultivating prospects and stewarding current donors.
10. Update donor records in Tessitura (RPO database) on a regular basis.
11. Serves as an active, collaborative, and resourceful member of the Development Team.
12. Completes all regulatory trainings; i.e. sexual harassment, and workshops as scheduled by the institution.
13. Other Duties as assigned.

**Language Skills:**

High Skills: Ability to read, analyze, and interpret common journals, reports, and documents. Ability to effectively present information to top management, public groups, and/or boards of directors.

**Mathematical Skills:**

Intermediate Skills: Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages.

**Reasoning Ability:**

High Skills: Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

**Computer Skills:**

Microsoft Programs: Excel, Word

Development Software: CRM

Email Systems: Outlook

Other:

**Education/Experience Requirements:**

Bachelor's Degree, Master's degree preferred. Minimum 3 years documented fundraising experience.

**Knowledge, Skills, and Abilities:**

- Strong interpersonal skills, with ability to make presentations to senior-level groups as well as to build one-on-one relationships with members of diverse constituencies at all levels of authority; strong organizational and writing skills
- Metrics-driven professional
- Ability to function as a team player and to work effectively with volunteers and staff
- Impeccable attention to detail and ability to meet strict deadlines
- Articulate, poised, and calm under pressure
- Computer literacy, including word-processing and database and spreadsheet proficiency

**RPO EMPLOYMENT PACKAGE:**

- Salary ranges from \$55,000-\$60,000, depending on experience
- Benefits program including health, dental, and vision
- \$35,000 term life insurance, enhanced short term and enhanced long term disability insurance
- Voluntary Flexible Spending, Dependent Care and Parking Reimbursement Accounts
- Voluntary tax-sheltered annuity (403b) plan
- Twelve (12) vacation days per fiscal year
- Twelve (12) personal/sick days to be used within the fiscal year
- Ten (10) paid holidays per fiscal year
- Two complimentary tickets to RPO performances through the Box Office (subject to availability).

## ***Work Environment:***

### **Physical Demands**

Position frequently stands, walks, uses hands; Regularly sits, talks/hear; Occasionally Reaches with hands/arms, pushes/pulls; Never climbs or balances, stops, kneels, crouch or crawls, taste/smells.

### **Lift and/or Move**

Position occasionally lifts and/or moves 10-20 pounds.

### **Vision Requirements**

Position does not require any special vision requirements.

### **Work Environment/Exposure Conditions**

Position is not exposed to weather, vibration, or fumes and is not at risk of electrical shock.

### **Noise Level**

The noise level for this position is moderate. (General office noise)

### **Other Environmental Exposures**

Other environmental exposures is not a factor for this position.

*Rochester Philharmonic Orchestra, Inc. is an equal opportunity employer that is committed to diversity and inclusion in the workplace. We prohibit discrimination and harassment of any kind based on race, color, sex, religion, sexual orientation, national origin, disability, genetic information, pregnancy, or any other protected characteristic as outline by federal, state, or local laws. This policy applies to all employment practices within our organization, including hiring, recruiting, promotion, termination, layoff, recall, leave of absence, compensation, benefits, training, and internship. The Rochester Philharmonic makes hiring decisions based solely on qualifications, merit, and business needs at the time. For more information, read through our EEO Policy located on our website – employment opportunities.*

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