

HOME OF TRADITIONAL MUSIC
FREIGHT & SALVAGE

TITLE: Director of Development

ORGANIZATION: Freight & Salvage

LOCATION: Berkeley, CA

REPORTS TO: Managing Director

MISSION

The Freight & Salvage is a nonprofit community arts organization dedicated to promoting public awareness and understanding of traditional music—music that is rooted in and expressive of the great variety of regional, ethnic, and social cultures of peoples throughout the world.

VISION

The Freight recognizes that music flows from a rich diversity of traditions and communities. The music speaks of love and inspiration, it challenges conventions, it is rooted in social justice, and it unites musicians, audiences, and students in the joy of sound and story. The Freight's values focus on: traditional music as an expression of human creativity across cultures and throughout time; equity and respect as fundamental human rights; the connections between people that are strengthened by a shared love of music; learning that inspires renewal and transformation; and social responsibility and engagement that enrich our communities.

ABOUT THE FREIGHT

Since its founding in 1968, the Freight & Salvage has been deeply rooted in that aspect of Berkeley's culture that embraced freedom, justice, acceptance, collaboration, and innovation. In 2008, the Freight moved to its current location at 2020 Addison Street with 490 seats in the heart of the Berkeley Arts District. The Freight presents more than 340 concerts and hundreds of classes, in person and online, every year, and are active in Berkeley's public and independent schools.

For more information, visit www.thefreight.org

JOB SUMMARY

The Freight and Salvage seeks a highly motivated and collaborative fundraising professional with a demonstrated successful track record to serve as Director of Development. The ideal candidate will be capable of developing and executing fundraising strategies, work closely with members of the board of directors and the senior management team, and help build, broaden, and diversify our donor base.

This position reports to the Interim Managing Director and supervises a three-person staff consisting of an Individual Giving & Philanthropy Manager, Institutional Giving Associate, and Development Associate. The Director of Development is a member of the senior management team and works closely with all departments, including programming, education, marketing, finance and operations. The Director of Development also works with the Board's External Committee to execute the fundraising objectives set forth in the strategic and annual business plans, and to set and meet annual fundraising goals.

RESPONSIBILITIES

Individual Donor Cultivation and Solicitation

- Working with the Interim Managing Director and Artistic Director, External Committee and other Board members and volunteers as appropriate, develop and execute strategies for cultivation, solicitation, and stewardship of past, current, and potential major donors
- Oversee creation of fundraising support materials
- Support Individual Giving & Philanthropy Manager in stewardship, renewal, and acquisition of donors, including the monthly membership renewal program, annual mailings, and benefits delivery
- Supervise creation of website content, email and social media fundraising campaigns
- Edit and approve copy for direct mail appeals as needed
- Ensure appropriate acknowledgement of donors in calendar listings, donor wall, annual report, etc.
- Develop, implement and manage planned giving strategy and integrate messaging into the overall fundraising plan

Institutional Support

- Select and assign opportunities to apply for support from foundations, corporations and government agencies to the Institutional Giving Associate
- Support Institutional Giving Associate in preparation of proposals to professional funders
- Participate in site visits and maintain relationships with institutional funders throughout the year

- Oversee submission of timely grant reports
- Oversee development of fundraising supporting materials and creative design elements

Special Events

- Plan and oversee implementation of donor cultivation and stewardship events like receptions and house parties
- Plan and oversee implementation of fundraising events

Liaison with Other Departments

- Work with the Marketing Department to promote fundraising activities and facilitate communication with donors, including promoting special events and monthly member on-sale periods, keeping website current, and coordinating messaging
- Integrate fundraising themes into organizational marketing efforts
- Work with Artistic Director and Director of Education & Community Engagement to support new and existing projects

General & Administration

- Regularly evaluate fundraising trends and practices and periodically try new things or make adjustments
- Supervise and coordinate activities of support staff engaged in maintaining Tessitura database records, including contributions and grants
- Use and monitor use of Tessitura Plans to document strategy and project income on an individual donor level
- Communicate regularly with Director of Finance and Administration to reconcile fundraising income information and develop contributed income and expense forecasts
- Provide regular detailed reports on progress toward fundraising goals for the Interim Managing Director and Board of Directors
- Attend bi-monthly Board meetings
- Work with the Chair of the External Committee to plan, facilitate and report at bi-monthly committee meetings

PROFESSIONAL EXPERIENCE/QUALIFICATIONS

- At least 5 years of development experience required
- At least one year leadership-level development experience required
- Facility with Tessitura, Microsoft Office, GSuite, and wealth screening tools strongly preferred
- Excellent written and oral communication skills

- Ability to work collaboratively and independently
- Ability to lead and motivate a staff of professionals
- Ability to manage multiple projects and priorities simultaneously, adjusting workload to meet changing circumstances
- Desire to help the Freight foster a welcoming, anti-racist environment that values equity and inclusion.
- Enthusiasm for and understanding of roots and traditional music strongly preferred

COMPENSATION & BENEFITS

This is a full-time, exempt, salaried position. Regular evening and weekend hours are required. Compensation is commensurate with experience. The Freight offers a generous benefits package, including medical and dental insurance, vacation and sick leave, 403(b) Plan, commuter transit benefits, and mobile phone reimbursement.

TO APPLY

Please submit resume, cover letter and salary requirements to Lauren Adams, Interim Director of Development: Lauren@FreightandSalvage.org, subject line Director of Development. Position open until filled.

EOE STATEMENT

The Freight and Salvage is an equal opportunity employer committed to providing equal opportunity to its employees and applicants for employment without discrimination on the basis of race, religion, gender identity or expression, sexual orientation, age, disability, or any other reason unrelated to ability to perform the position. This policy applies to every aspect of employment, including but not limited to hiring, advancement, transfer, demotion, termination, compensation, benefits, training and working conditions.