



Jobs

Felix Torres | Artistic Director

Title:	Director of Development
Reports to:	Executive Director
Employment Status:	Part-time
Salary:	\$1,250 per month
Start Date:	As Soon As Possible
Location:	East Texas Region

Positioned for growth, the East Texas Youth Orchestra seeks a part-time, contract Director of Development with a vision to increase revenue through contributed income and establish individual and major giving programs beyond our current capacity.

Working closely with the Executive Director and Board of Directors, the Director of Development will manage a portfolio of institutional funders that encompass foundations, corporations, and government support. The Director of Development should be a writer able to paint a picture of ETYO's mission and vision, understand how to adapt our narrative and messaging to specific applications, and savvy with budgets and organization financials. Additionally, the Director of Development will work to establish relationships with donors, businesses, and community leaders in order to cultivate new prospects, and lead in the areas of fundraising initiatives and grant writing.

The Director of Development will attend ETYO's four (4) major season performances (schedule at etyo.org) and will be a known and trusted steward of the mission and vision of ETYO. The candidate will also attend all relevant board meetings related to fundraising efforts and donor prospecting.

Core Responsibilities:

- Assess current development infrastructure, systems, functions, strategies, and practices
 - Evaluate funder database and determine opportunities for improvement
 - Maintain comprehensive and accurate digital records relating to scope of work
- Manage portfolio of funders across foundations, corporations, government support, and individual donors. This will include writing grant narratives, preparing project budgets to accompany funding applications, gathering and preparing support materials, and timely submission of applications and grant reporting requirements.
- Exceed or meet annual fundraising goals as set by Executive Director and Board of Directors in approved budget
- Develop and maintain relationships with donors and institutional executives, send brief updates and media throughout season to update them on impact of support
- Maintain detailed calendar of submission and report deadlines
- Create and establish processes for development and grant writing opportunities
- Develop plans in coordination with the Executive Director and Board of Directors to diversify and increase revenue stream for ETYO
 - Develop concert sponsorship program in coordination with the Executive Director and Board of Directors for submission to corporate contacts
 - Seek out new funding opportunities via new and existing funders
 - Develop planned giving and estate planning programs

Qualifications and Requirements

- Excellent writing skills – effectively communicate ETYO’s narrative to current and prospective contributors, tailored to each organization
- Strong financial and budgetary skills – should be able to read financial documents as well as tailor project specific budgets for each opportunity
- Technology savvy – can work in G Suite, Dropbox, Microsoft Office; familiarity with, or willingness to learn, Slack, and other online collaboration tools
- Independent and resourceful – operate at times with minimal oversight, independently locate documents needed to understand past giving history
- Strong time management and organizational skills – must be organized and manage time to meet deadlines of multiple grant applications

Additional Qualifications (encouraged, but not required)

- Undergraduate degree with past experience managing donor and institutional relationships
- Previous experience with an arts organization
- Background in concert (classical) music or other performing arts

Applications

Please email a one-page cover letter and resume, in a single document, to jobs@etyo.org with the subject line “Director of Development – First Name Last Name” (i.e. Director of Development – Joe Smith).

Applications will be reviewed on an ongoing basis and the position will remain open until filled.

Equal Opportunity Employer

East Texas Youth Orchestra, Inc., is an equal opportunity employer. It is our policy to provide all persons with equal employment opportunities without regard to race, color, sex, religion, national origin, veteran status, marital status or any characteristic protected by federal, state, and local law. Candidates of ALAANA (African, Latinx, Asian, Arab, and Native American) communities are encouraged to apply.

About the East Texas Youth Orchestra

The East Texas Youth Orchestra began as the Tyler Youth Orchestra in 1955, as a violin ensemble for 5th and 6th graders, reorganized as a string orchestra in 1975, and expanded to a full orchestra in 1979. The Tyler Preparatory Orchestra began in 1991 to provide musical enrichment and training for beginning string musicians, and in 2006, the Tyler Academic Orchestra formed to serve intermediate musicians who are still honing their skills for the East Texas Youth Orchestra. In the spring of 2014, the Tyler Youth Orchestra saw the need to expand and became the East Texas Youth Orchestra. Today we offer musical education to all borders of our East Texas area.

ETYO recently completed its first international tour to Vienna, Austria, taking over 40 musicians to perform in historic venues including the MuTh, home to the Vienna Boys Choir, and in the Golden Hall of the Musikverein, home of the Vienna Philharmonic. The East Texas Youth Orchestra will begin its 64th season and is led by Artistic and Executive Director Felix Torres, Philharmonic Orchestra conductor Sarah Reason, and Jazz Academy director Dr. Sarah Roberts. The board of directors is comprised of community leaders from all over East Texas and is led by President Phil Ketcham.