

**CHIEF DEVELOPMENT OFFICER**  
**PRINCETON SYMPHONY ORCHESTRA**  
**PRINCETON, NEW JERSEY**



Aspen Leadership Group is proud to partner with Princeton Symphony Orchestra in the search for a Chief Development Officer.

The Chief Development Officer will plan, manage, implement, and evaluate all aspects of a diverse and dynamic fundraising program serving the financial needs and goals of Princeton Symphony Orchestra's complete range of concerts and community engagement activities. The Chief Development Officer will oversee fundraising priorities, policies, and procedures that contribute to a development program that continuously cultivates new prospects, seeks out new funding opportunities, demonstrates the highest standards of professionalism, and reflects the values of Princeton Symphony Orchestra.

Princeton Symphony Orchestra (PSO) is a cultural centerpiece of the Princeton community and one of New Jersey's finest music organizations. Founded in 1980, the orchestra has evolved into a professional orchestra of the highest artistic quality through performances of beloved masterworks, innovative music by living composers, and an extensive network of educational programs offered to area students free of charge. Led by Edward T. Cone Music Director Rossen Milanov, the PSO offers orchestral, pops, and chamber music concerts, as well as the Princeton Festival each June, having merged with the Princeton Festival in July 2021. The PSO performs at the historic Richardson Auditorium on the campus of Princeton University and presents the Princeton Festival on the grounds of Morven Museum & Garden.

Princeton Symphony Orchestra leverages the power of live music to uplift the human experience. Across all activities, the PSO has three common goals:

- Tell impactful stories that resonate with audiences, ensuring both exceptional artistic quality and authentic representation for audiences of many cultural backgrounds.
- Reach broader communities and build new audiences by increasing access to all programs, whether by increasing organizational capacity or by eliminating audiences' financial and physical barriers to access.
- Use every program as a vehicle for education, providing arts learning opportunities for individuals of all ages.

Widely recognized as one of the region's finest music organizations, the Princeton Symphony Orchestra routinely partners with the Princeton University Art Museum, the Institute for Advanced Study, the Princeton Public Library, the Arts Council of Princeton, and the Princeton Garden Theatre, in addition to the many schools of central New Jersey. The PSO has built additional partnerships with Westminster Conservatory, the Westminster College of the Arts of Rider University, American Repertory Ballet, Greater Princeton Youth Orchestra, and the Youth Orchestra of Central Jersey.

As a nonprofit organization committed to bringing music to community members of all ages, the Princeton Symphony Orchestra is largely dependent on the generosity of music lovers to bring its vision to reality. With the support of area businesses, the PSO can provide free education programs in schools, as well as free concert tickets for veterans and under-resourced communities. Foundation and government sponsors further sustain the classical music art form in the community.

The Princeton Symphony Orchestra is an eleven-time National Endowment for the Arts grantee and a multiple-year recipient of the New Jersey State Council on the Arts' highest honors—a Citation of Excellence and designation as a Major Arts Institution. The PSO is also a member of the League of American Orchestras, a professional organization dedicated to helping orchestras meet the challenges of the 21<sup>st</sup> century.

### **REPORTING RELATIONSHIPS**

The Chief Development Officer will report to the Executive Director, Marc Uys and serve on the organization's leadership team. The Chief Development Officer will oversee a team of three full time staff in addition to seasonal interns.

### **FROM THE EXECUTIVE DIRECTOR**

*Thank you for taking the time to read about the Princeton Symphony Orchestra, and for imagining our future with you as a part of our team!*

*I am excited to find a colleague who will journey on the next chapter with me as we explore, and realize, the potential of our recent growth and repositioning.*

*Founded by Portia Sonnenfeld in 1980 as The Little Orchestra of Princeton, the (now) Princeton Symphony Orchestra has grown into an organization with a fully professional orchestra led by a major international Music Director in Rossen Milanov; a vast array of education activities, including partnerships with local youth orchestras; a multi-venue chamber music series; a budget that has doubled since 2019; and, through our recent merger with the Princeton Festival, a June performing arts festival.*

*Throughout our history and evolution, excellence and innovation and a highly personalized patron experience have been hallmarks of the organization. Over the last several years we have added a focus on accessibility to the attributes we are most proud of. We now look to leverage these in creating a vibrant, outward looking organization that participates in the economic life of Princeton, that will be experienced as an essential resource to our community, and that creates a welcoming atmosphere for everyone who interacts with us.*

*We have an extraordinary staff—many have been with us for a number of years—who feel real ownership in all that we have achieved. They are as excited as I am to continue this hard but rewarding work. We have a dedicated and enthusiastic board who truly show up for the PSO and for the arts in our community, and the musicians of the orchestra deliver consistently sensational performances.*

*I am looking for someone who will join me and the rest of our organization in building on our past success as we look to increase the level of sophistication of our operations, while retaining that high level of personalization. This is necessary as we learn how to be a much bigger organization than we were just three years ago. This is an opportunity for creativity and possibility and, most importantly, more music in people's lives.*

—Marc Uys, Executive Director

## **PRINCETON SYMPHONY ORCHESTRA'S COMMITMENT TO EQUITY, DIVERSITY, INCLUSION, AND BELONGING**

Historically, symphony orchestras have not been accessible to everyone. Not all have felt welcomed to the stage, the offices, the boardroom, or the audience. For some, a lack of resources deprived them of the ability to listen, volunteer, work, or perform; others perceived a clear message of exclusion. The Princeton Symphony Orchestra is deeply committed to a thoughtful, honest, and ongoing self-examination of how it is applying principles of equity, diversity, inclusion, and belonging (EDIB) within the organization.

Princeton Symphony Orchestra is dedicated to authentic and transformative change. Since June of 2020, it has engaged in a meaningful dialogue among staff, board, advisors, and musicians about equity, diversity, inclusion, and belonging concepts. This work has given PSO a growing awareness of systemic racism as a real and destructive force that permeates American society and creates structural and psychological barriers that separate people. PSO cannot realize its full potential without eliminating systemic racism and other barriers to inclusion. Identifying and dismantling these barriers is the very core of the PSO's EDIB efforts. While this work challenges comfort zones, PSO is proud that stakeholders from across the organization are working together toward the shared goal of a more equitable, diverse, and inclusive PSO where everyone feels a sense of welcome, respect, and belonging. Bias and inequity cannot be righted overnight, and PSO acknowledges that real and lasting change will take dedicated time, determination, and resources, but it will persist, and it will be worth the effort.

### **PRIMARY RESPONSIBILITIES**

The Chief Development Officer will

- provide strategic leadership for the planning, implementation, evaluation, and administration of all fundraising activities;
- create regular fundraising status reports for staff, the Executive Director, and board;
- establish fundraising policies and procedures to ensure financial accountability with all laws and regulations;
- maintain personal relationships with major donors and board members, and participate in fundraising events;
- manage and mentor staff to achieve fundraising goals;
- provide staff support and guidance to the Nominating and Governance Committee and play an active role in identifying new board members;
- work closely with bookkeepers to reconcile correct coding and reporting of all gifts;
- work with the Development Operations Manager to ensure timely and proper acknowledgements for donations;
- maintain familiarity with the orchestra's database and regularly suggest modifications that improve fundraising reporting, and planning;
- provide ongoing analysis of fundraising progress comparative to prior years to assist in creating projections and goal setting;
- support and provide guidance to the Development Committee;
- identify, cultivate, and in conjunction with the Board of Trustees and Development Committee, solicit major gifts from individual donors;
- cultivate and maintain relationships with current and prospective donors;
- maintain personal interactions with current and prospective donors and design gift opportunities such as endowed orchestra chairs and event sponsorships that are meaningful to donors;
- develop a strategy for, create, and manage mail and e-mail fundraising campaigns;

- provide supervisory support to all fundraisers and special events;
- manage endowment campaign solicitations and payment reminders;
- lead a robust corporate sponsorship program, identifying and soliciting increased sponsorships, in-kind, and philanthropic support from corporations;
- work with the Manager of Development Operations to manage the grants calendar and reporting deadlines;
- collaborate with the Executive Director to produce grant applications;
- research and identify new grant opportunities; and
- maintain familiarity with foundations and government agencies that support the arts as well as their grant-making processes.

## **LEADERSHIP**

### **Marc Uys**

#### **Executive Director**

Marc Uys has led the dedicated administrative team of the Princeton Symphony Orchestra since 2015. His initiatives and strategic approach have more than doubled the size of the PSO's season and expanded the scope of the orchestra's activities to include important new partnerships with American Repertory Ballet and McCarter Theatre Center. During the pandemic, he not only ensured the continuous running of the organization and delivery of its mission with a full complement of staff but formed a partnership with the Youth Orchestra of Central Jersey, and, over the course of 2021, led the groundbreaking merger with the Princeton Festival. Prior to his current position, Uys enjoyed a 15-year international career as a violinist and production manager.

### **Rossen Milanov**

#### **Edward T. Cone Music Director**

Internationally renowned conductor and Princeton Symphony Orchestra Edward T. Cone Music Director Rossen Milanov looks forward to collaborating in 2022-23 with established and emerging artists of the orchestral world and helming the PSO's popular June performing arts celebration—The Princeton Festival.

Respected and admired by audiences and musicians alike, Milanov has established himself as a conductor with considerable national and international presence. In addition to leading the PSO, Milanov is the Music Director of the Columbus Symphony Orchestra, Chautauqua Symphony Orchestra, and Chief Conductor of the RTV Slovenia Symphony Orchestra in Ljubljana. During his 11-year tenure with The Philadelphia Orchestra, Milanov conducted more than 200 performances. In 2015, he completed a 15-year tenure as Music Director of the nationally recognized training orchestra Symphony in C in New Jersey and in 2013 a 17-year tenure with the New Symphony Orchestra in his native city of Sofia, Bulgaria.

## **PREFERRED COMPETENCIES AND QUALIFICATIONS**

Princeton Symphony Orchestra seeks a Chief Development Officer with

- a commitment to the mission of Princeton Symphony Orchestra—to leverage the power of live music to uplift the human experience;
- an ability to manage both formal and informal relationships with staff, boards, musicians, patrons, and other stakeholders;
- an ability to foster, enhance, and expand relationships with donors over time while attracting and engaging new supporters;
- experience working with boards to achieve philanthropic goals;

- experience in major gift donor identification, cultivation, solicitation, and stewardship, as well as special event planning;
- experience setting and exceeding ambitious fundraising goals;
- experience securing gifts with significant institutional impact from individuals, institutions, and corporations;
- an understanding of planned giving principles including estate planning vehicles such as life income gifts, life insurance, retirement plans, and bequests;
- an ability to build, manage, and mentor a team of fundraising professionals by emphasizing and reinforcing departmental goals, productivity, accountability, professionalism, creativity, communication, collaboration, kindness, and teamwork;
- a deep personal commitment to diversity, equity, inclusion, and belonging and a desire to embed those values throughout PSO's fundraising processes;
- excellent communication skills and an ability to engage, inspire, and persuade diverse stakeholders using verbal, and presentation skills;
- strong writing, editing, and proofreading skills including grant writing and proposal drafting experience;
- excellent organizational, time management, and strategic planning skills; and
- experience with fundraising databases and software.

A bachelor's degree or an equivalent combination of education and experience and at least three years of direct fundraising experience meeting revenue targets is preferred for this role. Princeton Symphony Orchestra will consider candidates with a broad range of backgrounds. If you are excited about this role and feel that you can contribute to the PSO, but your experience does not exactly align with every qualification listed above, we encourage you to apply.

#### **SALARY AND BENEFITS**

The salary range for this position is \$110,000 to \$125,000 annually. Princeton Symphony Orchestra offers a comprehensive package of benefits including health benefits, 401(k) with employer match, long term disability insurance, and generous paid time off.

#### **LOCATION**

This position is in Princeton, New Jersey.

#### **APPLICATION INSTRUCTIONS**

All applications must be accompanied by a cover letter and resume. ***Cover letters should be responsive to the mission of Princeton Symphony Orchestra as well as the responsibilities and qualifications stated in the position prospectus.*** Review of applications will begin immediately and continue until the successful candidate has been selected.

To apply for this position, visit: [Chief Development Officer, Princeton Symphony Orchestra](#).

To nominate a candidate, please contact Gregory Leet, [gregoryleet@aspingleadershipgroup.com](mailto:gregoryleet@aspingleadershipgroup.com).

*All inquiries will be held in confidence.*