

ABOUT THE NEWPORT SYMPHONY ORCHESTRA:

The Newport Symphony (NSO) is the only year-round professional orchestra on the Oregon Coast. Under the leadership of maestro Adam Flatt, the NSO has been the musical gem of our community for more than 35 years.

MISSION: Our mission is to enhance the quality of life in Oregon’s coastal communities with diverse, inspiring performances and engaging educational activities.

VISION: To Elevate, Educate, and Entertain with compassion and equality for everyone in our community.

VALUES: The NSO Values:

- The power of excellent live music to bring people together, to inspire ideas and introspection, and to entertain.
- Music education as a pathway to musicianship and to building future audiences.
- Diversity and inclusivity in our communities of musicians and patrons.
- Expanding horizons and showcasing the full range of human creativity via diverse programming.
- Service to our local community and to communities of visitors to the Oregon Coast.
- Fiscal responsibility and good stewardship of the funds entrusted to us.
- Board members who work as a team with integrity, diligence, empathy, enthusiasm, creativity, generosity, and honesty to achieve our agreed-upon goals.

JOB TITLE: Director of Development & Community Relations

PURPOSE OF POSITION: Supervised by the Executive Director, the Director of Development & Community Relations is the primary fundraiser for the NSO. This position is an ambassador for our organization and will develop, nurture, and grow relationships with external stakeholders, including volunteers, ticket buyers, individual and corporate donors, and other community organizations.

The Director of Development & Community Relations will work closely with the dedicated board of directors as well as the office staff.

HOW TO APPLY: The Newport Symphony Orchestra is an equal opportunity employer. Interested applicants should send a cover letter and resume to execdir@newportsymphony.org. Application deadline is July 31, 2026.



ESSENTIAL DUTIES:

- With the Executive Director and the Development Committee of the Board of Directors, develop long-range and annual fundraising goals.
- With assistance from the Board of Directors, plan and manage the annual Gala.
- Coordinate with NSO volunteers to establish a culture of philanthropy.
- Develop strategies to cultivate new and increased donations to include:
 - a. Identifying and building relationships with potential individual donors, regional businesses, corporate sponsors, and foundations.
 - b. Pursuing and writing grants to help achieve fundraising targets.
 - c. Establishing and maintaining a planned giving program.
 - d. Creating and leading events in support of the David Ogden Stiers Society.
- Create monthly reports for the Board of Directors.
- Maintain exceptional professional relationships with the staff, the musicians, the board, volunteers, and other stakeholders.
- Other duties as assigned.

CANDIDATE PROFILE:

- Excellent communication skills.
- Demonstrated ability to create and maintain positive relationships.
- A background in arts and/or music is not required, but is a plus.
- Must be self-motivated and reliable with strong interpersonal skills.
- Problem-solving skills.
- Ability to adapt to a changing environment.

QUALIFICATIONS:

- Proven experience in effective fundraising
- Bachelor's Degree or higher.
- Event management experience a plus.
- Ability to provide excellent customer service.
- Proficient with the Microsoft Office suite of products, including Outlook, Word, and Excel as well as Google.

COMPENSATION:

- \$60,000 annual salary
- Up to \$500 Monthly Healthcare Reimbursement
- Professional development fund
- Relocation costs up to \$1,000 with receipts

