



*Job Title:* Director, Individual Giving

*Department:* Development

*Reports to:* Senior Director, Development

*Supervises:* Associate Director, New Philanthropy  
Senior Major Gift Officer  
Senior Major Gift Officer  
Annual Fund Program Officer

*Interacts regularly with:* CEO; Board and Volunteer Leadership; Development Leadership Team; and San Francisco Symphony Leadership Team

*Status:* Full-time, Exempt

### **JOB SUMMARY**

The Director, Individual Giving (DIG) is a senior leader on the San Francisco Symphony's Development Team and reports directly to the Senior Director, Development (SDD). The DIG is an important frontline fundraiser managing a portfolio of 45-50 Major Gift and Planned Giving prospects totaling \$3M - \$5M annually to the Annual Fund. In total, The DIG leads and manages a team of 7 responsible for more than \$15 million in annual contributed revenue, including 5 direct reports.

In partnership with the SDD, the DIG is responsible for the contributed annual fund and campaign revenue goals for the SF Symphony Individual Giving team, strategy for Individual Giving and overall growth of private philanthropy. The Director is responsible for annual giving, special fundraising, new philanthropy initiatives, and a major gifts team with portfolios at ~\$1M+ each.

The successful candidate is collaborative, strategic, optimistic, and must possess a can-do attitude. The DIG candidate will be an individual with a development background, who has had progressive and successful development experience including annual fund and major gifts and who has a strong track record of successful management. The ideal candidate cares deeply about mentoring gift officers and has worked in the performing arts. They need to be committed to success of the symphonic artform and be able to communicate thoughtfully and enthusiastically about the work of the San Francisco Symphony, its opportunities and its challenges.

### *Essential Job Functions and Responsibilities:*

- Is the lead strategic thought partner for the SDD, CEO, Board leadership, and Development Team Leadership for strategy and messaging for Individual Giving.
- Participates as a member of the Development Leadership Team, contributing to the overall division planning and providing fundraising counsel to senior leadership and the Board.
- Responsible for managing a portfolio of 45-50 households through all stages of the gift cycle totaling \$3M - \$5M annually.
- Collaborates with the Director, Campaign in coordination of the Individual Giving Team's support of the Comprehensive Campaign's success.

- Collaborates with the Director, Planned Giving on identification, cultivation, solicitation, and stewardship for Planned Giving prospects in the portfolio.
- Creates strategy and guides implementation for the broad-based Annual Fund programs.
- Supervises the Annual Fund Program Officer and ensures effective and collaborative coordination between annual giving, special gifts and major gifts as well as Development colleagues from across the team that support fundraising.
- Collaborate with the Events and Stewardship Teams to ensure the strategy and execution of events and stewardship are donor-centric, effective, and generating advancement of individual donor relationships.
- Collaborate with the Development Operations and Services Team to ensure gift entry, acknowledgement, reporting, and all backend needs are met for the Individual Giving Team.
- Collaborate with the Director, Campaign and Prospect Research team to ensure portfolios are robust and that Gift Officers are managing portfolios with best practices to achieve ambitious revenue goals.
- Provide the essential leadership and guidance for gift officers to maximize productivity; set performance standards, evaluate performance; implement professional development activities for ongoing mentorship.
- Supervise and lead a high-performing and ambitious team of Development professionals and provide mentorship, training, and guide professional development.
- Oversees the strategy and execution on special fundraising initiatives including San Francisco Symphony Youth Orchestra alumni fundraising, Tech Collaborators, Advisory Council, SoundBox, and Prelude.
- Serves as the Development Team co-lead for the Education Committee collaborating with Senior Director, Orchestra Personnel and Education Planning and Director, Institutional Giving on execution of committee meetings and management of committee and attends meetings.
- Attends and presents at board and committee meetings including Development, Gift Planning, Committee on Governors, etc. as needed.

*Skills:*

- Understands of the needs and interests of major donors in order to develop relationships between them and the San Francisco Symphony.
- Maintains a broad knowledge of tax laws that impact charitable giving, personal assets and estates.
- Broad knowledge of the principles of fundraising – able to participate in all aspects of the gift cycle: (1) to initiate contacts with potential donors; (2) to develop appropriate cultivation strategies for them, including working with volunteers and senior leadership; (3) to move potential donors in an appropriate and timely fashion toward solicitation and closure; (4) to make solicitations when appropriate; (5) to maintain stewardship contacts with donors.
- Demonstrated leadership and management success.
- Excellent oral, written and interpersonal skills required.
- Problem-solving, research and analytical skills.
- Solid relationship-building skills, able to interface with external constituents, Staff, Conductors, Musicians, Guest Artists, and Board of Governors.
- Able to see and understand the objectives of the Individual Giving Group and the Development Department, and to integrate their goals with those objectives.
- Experience leading and inspiring a group of ambitious and goal-oriented professionals.
- Able to initiate, analyze, monitor, evaluate and advance strategic advancement plans.
- Able to articulate the case for support so that individuals "buy in" to the vision/mission/goals of the Symphony and with sufficient effectiveness to secure gifts at assigned donor giving levels.

*Other duties:*

- Attend concerts and events, regularly on nights and weekends.
- Perform additional duties as required by the San Francisco Symphony.

### **QUALIFICATIONS**

- Bachelor's degree and five to seven years of minimum experience in fundraising, with a track record of success preferably in the performing arts. Relevant experience outside the nonprofit environment working with High Net Worth Individuals will be considered.
- Proven experience in major individual gift fundraising, preferably in performing arts organizations, and in cultivating and soliciting prospects capable of gifts at the \$100K+ level.
- Management experience and success in a sophisticated and complex fundraising environment.
- Experience working in or overseeing an annual giving program, preferably in Orchestras and/or the performing arts.
- A passion for and interest in music is preferred.
- Excellent communication skills, written and verbal.
- Proficient in Microsoft Office and donor database software. Tessitura preferred.
- Strong organizational skills.
- Good interpersonal skills and diplomatic abilities.
- Ability to work successfully in a fast-paced environment while managing multiple assignments and priorities.
- Must be able to travel around the region and to other areas of the country as needed.
- Willing to attend concerts and events, regularly on nights and weekends.

### **APPLICATION INSTRUCTIONS**

To apply, please visit our website at [www.sfsymphony.org](http://www.sfsymphony.org). Under the About Us tab, go to the Careers and Auditions page and click on "Jobs at the SF Symphony." Search for this job and click on "Apply for this Position" to submit your resume, cover letter, and application.

### **ORGANIZATIONAL PROFILE**

The San Francisco Symphony is widely considered to be among the most artistically adventurous and innovative arts institutions in the U.S. Under the artistic direction of Michael Tilson Thomas since 1995, the Orchestra is a leading presence among American orchestras at home and around the world, celebrated for its artistic excellence, creative performance concepts, active touring, award-winning recordings, and standard-setting education programs. In December 2018, the San Francisco Symphony announced Esa-Pekka Salonen as its Music Director Designate along with a group of eight Collaborative Partners from a variety of cultural realms who collectively form a new artistic leadership model. Salonen will begin his appointment as the SFS's 12th Music Director in September 2020, at which time Michael Tilson Thomas will become the Orchestra's first Music Director Laureate, following his remarkable 25-year tenure as Music Director.

The San Francisco Symphony presents more than 220 concerts and presentations annually for an audience of nearly 450,000 in its home of Davies Symphony Hall and through its active national and international touring. A cornerstone of the organization's mission, the San Francisco Symphony's education programs are the most extensive offered by any American orchestra today, providing free comprehensive music education to every first- through fifth-grade student in the San Francisco public schools, and serving more than 75,000 children, students, educators, and families annually. The SFS has won such recording awards as France's Grand Prix du Disque and Britain's Gramophone Award, as well as 15 Grammy Awards. In 2004, the SFS launched the multimedia Keeping Score on PBS-TV and the web. In 2014, the SFS inaugurated SoundBox, a new experimental performance venue and music series located backstage at Davies Symphony Hall. SFS radio broadcasts, the first in the nation to feature symphonic music when they began in 1926, today carry the Orchestra's concerts across the country.

Pursuant to the San Francisco Fair Chance Ordinance, the San Francisco Symphony will consider for employment qualified applicants with arrest and conviction records.

The San Francisco Symphony is an Equal Opportunity Employer.