



Director, Institutional Giving
Development Division

Work Status:	Regular, Full-Time	Payroll Type:	Exempt
Location of Job:	Davies Hall, San Francisco, CA	Hourly Rate:	
Reports To:	Director, Development, Campaign, and Strategic Projects	Supervisory:	Yes

Job Title: Director, Institutional Giving

Department: Development

Reports to: Director, Development, Campaign, and Strategic Projects (DoDCSP)

Supervises: Associate Director, Corporate Giving and Sponsorships
Associate Director, Foundation and Government Relations
Institutional Giving Coordinator

Interacts regularly with: CEO, CR&AO, Board Members

JOB SUMMARY

The Director, Institutional Giving is the senior development professional responsible for maximizing unrestricted, temporarily restricted and permanently restricted revenue from corporations, foundations and government entities for the San Francisco Symphony in order to realize the mission, vision, and strategic imperatives of the Symphony. The Director manages the institutional giving team and is responsible for the development and execution of the overall strategy and plan for the institutional gift development effort. Included in this strategy is a plan/program for prospect identification, cultivation, solicitation and stewardship for every potential source of contributed revenue, corporations, foundations and government. The Director is also responsible for managing a portfolio of corporate and foundation contributors and establishing and managing a group of volunteer partners to assist in prospect cultivation, solicitation and stewardship. The Director will be responsible for the achievement of the institutional giving team annual revenue goals at nearly \$4.3M inclusive of annual fund and special events and the control of related expenses.

The successful candidate is strategic, optimistic, and must possess a can-do attitude. 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:

- Responsible for the achievement of approved revenue goals for corporations, foundations and government and the management and control of related expenses.
- Comprehensively manage the San Francisco Symphony's corporate, foundation and government development programs in collaboration with the DoDCSP.
- Prospect and solicit general operating, project, in-kind, and capital support.
- Develop campaign analysis and income worksheet, generate reports and forecast, and implement new strategies, including annual Business Plan.
- Create tailored sponsorship proposals for corporate partners and collaborate with corporations to achieve maximum return on investment.
- Work closely with the SF Symphony Marketing Department and Revenue and Advancement Team on corporate sponsorship packages.
- Supervise and collaborate on the development of proposals, applications, and reports to Foundations and Government entities.
- Ensure that all sponsorships, donations and grants are acknowledged within best practices timeframes.
- Interact with and involve CEO, Chief Revenue and Advancement Officer, DoDCSP, other SF Symphony senior leadership, and Board of Governors in solicitation, cultivation and stewardship process.
- Identify, track, and leverage board linkages to institutional prospects and donors.
- Coordinate and collaborate with Volunteer Council regarding corporate fundraising and involvement of corporate event donors at elevated events.
- Provide strategic direction and creative solutions to fund-raising and donor stewardship.
- Conduct analysis of economic trends of the business sector globally as it relates to San Francisco and the community-at-large.
- Initiate and arrange an established goal of face-to-face contacts and solicitations.
- Ensure that all institutional Giving donor benefit programs are properly coordinated, including sponsorship packages, pre-concert receptions/dinners, and recognition efforts, including print.
- Secure Patron and Board representatives from contributing companies and assist in the identification and recruitment of corporate and foundation representatives to the Board of Trustees.
- Serves as a senior leader of the Development team and work closely and collaboratively with other departmental leadership to ensure cohesiveness within the Department.
- Attend Education and Development Committees of the Board of Governors and assist with leading and presenting at committee meetings.
- Manage and provide strategic direction to the Institutional Giving team.
- Coordinate and supervise the activities of any assigned support staff.
- Perform other duties as assigned.

Other duties:

- Attend concerts and events on evenings and weekends.

- Perform additional duties as required by the San Francisco Symphony.

Qualifications

- Bachelor's degree with a minimum of four years of experience in fundraising, with a track record of success in institutional giving preferably in the performing arts.
- A passion for music.
- Position requires a self-motivated individual with demonstrated ability to provide leadership for Trustees and other business executives.
- Interest in and ability to identify new donors and interact with corporate executives.
- 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.

APPLICATION INSTRUCTIONS

To apply, please visit our website at 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 and cover letter.

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.