



**Associate Director, Corporate Giving and Sponsorships  
Development**

<b>Work Status:</b>	Full-time	<b>Payroll Type:</b>	Exempt
<b>Location of Job:</b>	Davies Symphony Hall San Francisco, CA	<b>Salary/hourly rate:</b>	86,996.00
<b>Schedule:</b>	Monday-Friday	<b>Regular Hours:</b>	9am -5pm
<b>Reports To:</b>	Director, Institutional Giving	<b>Supervisory:</b>	None

**JOB SUMMARY**

The Associate Director of Corporate Giving and Sponsorships advances corporate giving and partnerships at the San Francisco Symphony. The position has the overall responsibility for planning, executing, and expanding the number of corporations that support concerts, events, and programs of the Symphony. The position is accountable for achieving mutually agreed upon annual goals for gift income and expanding the Symphony’s donor base. They will also manage a portfolio of primarily corporate partners (approximately 60-70 portfolio-managed entities).

The Associate Director is a strategic leader and thought partner for the development department and reports directly to the Director, Institutional Giving.

**RESPONSIBILITIES**

**Leadership, Planning, and Strategy**

- In collaboration with the Director, Institutional Giving, other key staff, and campaign counsel, re-establishes and executes a development plan for corporate sponsorships aimed at continuing to grow the Symphony’s operating funds, as well as build a strong foundation for the Symphony’s future campaign efforts.
- Works to optimize and integrate the appropriate giving strategies into a donor-centered cultivation/solicitation plan for high-value prospects.
- Assists with the development, design and testing of strategies to grow support, including the adoption and implementation of best practices with regard to the case for support for annual corporate gifts, donor recognition, annual fund stewardship, and creative cultivation events and activities
- With the Director, Institutional Giving, lead on broader and deeper philanthropic engagement of the Symphony’s large volunteer network, Advisory Council, Tech Collaborators, and Corporate Council in collaboration with Development Gift Officers.
- Manage matching gifts, e-solicitations, online giving, social media, and use of other new technologies.

- In conjunction with the Director, Institutional Giving, develops and implements strategic and specific stewardship plans tailored to each corporate and individual constituent based upon analysis of data and input from collaborative teams.
- Leads by example as an effective portfolio manager, solicitor, and team collaborator.

### **Fundraising and Portfolio Management**

- Manages Corporate support and sponsorships for Annual Fund and Special Events of \$2.3M+ annually.
- Manages a portfolio of 60-70 Corporate prospects.
- Executes sponsorship fulfillment.
- Drafts corporate proposals and reports and manages editing process.
- Undertakes a systematic program of identification of gift prospects from the Symphony donor base, the Board of Governors, the Volunteer Council, business/community leaders, and other patrons in sufficient numbers to grow the corporate and individual donor pipeline for gifts and sponsorships and assure achievement of goals.
- Ensures that a sufficient number of prospects are identified, qualified, cultivated and solicited annually to achieve revenue goals in the portfolio.
- Ensures effective stewardship of existing corporations in their portfolio.
- Enhances the “return on investment” of large fundraising events (e.g., Opening Gala, Deck the Hall, Día de los Muertos, and Lunar New Year) to build pipeline of prospective donors by maximizing both cash and in-kind gifts and underwriting.
- Staff corporate partner events at the SF Symphony and attend corporate networking events in the San Francisco Bay Area.
- Regularly attends concerts and events.
- Engage donors and new prospects in the SF Symphony’s Diversity, Equity, and Inclusion (DEI) initiatives to support programs that expand the institution’s DEI goals and deepen community support.
- Additional responsibilities according to the direction of the Director, Institutional Giving.

### **QUALIFICATIONS**

- Minimum of three to five years of successful experience in fundraising, corporate relations, or a customer service focused role.
- Demonstrated success and effectiveness in identifying, qualifying, cultivating, soliciting, closing, and stewarding donors/prospects.
- Strong organizational skills; ability to prioritize and handle multiple projects simultaneously and to work calmly under pressure of goals and deadlines.
- Experience in working with volunteers and volunteer solicitors preferred.
- Self-directed, performance-oriented individual who has demonstrated initiative and achievement of goals.
- Exceptional verbal and written communications skills, high energy, personal initiative, and a sense of humor.
- A strong collaborator with excellent interpersonal skills. Able to work with all types of people, including board members, donors, volunteers, and a diverse staff.
- Intellectual curiosity, inquisitive nature, and excellent listening and problem-solving skills.

- Demonstrated proficiency in Windows operating systems, Microsoft Office (Word, Excel, PowerPoint, etc.), and experience with constituent relationship management (CRM) systems (e.g., Tessitura or similar).
- Interest in and/or appreciation for classical music and music education preferred.
- The successful candidate is strategic, optimistic, and must possess a can-do attitude. They are 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.

### **APPLICATION INSTRUCTIONS**

To apply, please visit our website at [sfsymphony.org/careers](https://sfsymphony.org/careers). 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.

### **VALUES STATEMENT**

The San Francisco Symphony is committed to cultivating an environment of inclusion, equity, and diversity for our staff, musicians, patrons, and community. As leaders and innovators of our inherited tradition of orchestral music, we acknowledge our responsibility to identify and dismantle the oppressive barriers that we have historically maintained. We resolve to hold ourselves accountable, devote resources, and embrace change by centering racial equity and listening to and learning from marginalized voices.

We recognize that this is an ongoing, sometimes uncomfortable practice, and continue to learn and evolve. We welcome applicants who are enthusiastic to join us on this journey.

### **ORGANIZATIONAL PROFILE**

The San Francisco Symphony is widely considered to be among the most artistically adventurous and innovative arts institutions in the United States, celebrated for its artistic excellence, creative performance concepts, active touring, award-winning recordings, and standard-setting education programs. In the 2020–21 season, the San Francisco Symphony welcomed conductor and composer Esa-Pekka Salonen as its twelfth Music Director and embarked on a new vision for the present and future of the orchestral landscape. This exciting artistic future builds on the remarkable 25-year tenure of Michael Tilson Thomas as the San Francisco Symphony’s Music Director. Tilson Thomas continues his rich relationship with the Symphony as its first Music Director Laureate. In their inaugural season together, Esa-Pekka Salonen and the San Francisco Symphony have introduced a groundbreaking artistic leadership model anchored by eight Collaborative Partners from a variety of cultural disciplines: Nicholas Britell, Julia Bullock, Claire Chase, Bryce Dessner, Pekka Kuusisto, Nico Muhly, Carol Reiley, and Esperanza Spalding. This group of visionary artists, thinkers, and doers joins with Salonen and the San Francisco Symphony to chart a new course of experimentation by collaborating on new ideas, breaking conventional rules, and creating unique and powerful experiences.

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 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 San Francisco Symphony’s recordings have won such awards as France’s Grand Prix du Disque and Britain’s Gramophone Award, as well as 16 Grammy Awards. San Francisco Symphony 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. In 2004, the SFS launched the multimedia Keeping Score on PBS-TV and online and in 2014, the San Francisco Symphony inaugurated SoundBox, an experimental performance venue and music series located backstage at Davies Symphony Hall. February 2021 saw the launch of SFSymphony+, the San Francisco Symphony's on-demand video streaming service. For more information, visit [sfsymphony.org](https://www.sfsymphony.org).

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.