



DIRECTOR OF INDIVIDUAL GIVING

Position Summary:

The Director of Individual Giving is an important member of the Development team, reporting to the Senior Director Major Gifts. This person is responsible for annual fundraising strategies to grow the Annual Fund and promote its giving societies. Additional emphasis will be focused on supporting special campaigns and legacy giving. Be an adaptive team member, ready to address all fundraising needs.

Key Duties & Responsibilities:

- Help the Development team to achieve all fundraising goals
- Manage a portfolio of donors, including renewal, upgrade, and acquisition of donations.
- Responsible for weekly donor meetings and solicitations.
- Responsible for the leadership and development of membership in PS giving societies
- Participate in supporting special campaigns and legacy giving, including through referrals
- Secure Legacy Society commitments

Skills and Requirements:

- Bachelor's degree preferred
- Must have a minimum of five years of professional experience in individual giving for a non-profit organization. Experience with a performing arts organization is preferred.
- Must have a demonstrated record of accomplishment of successful major gift fundraising securing gifts of \$20,000 to \$100,000
- Demonstrate initiative, a collaborative team spirit and the ability to handle multiple projects of varying natures simultaneously
- Goal oriented and highly self-motivated
- Personable, positive, and diplomatic individual with integrity and a sense of humor, who works effectively with donors, volunteers, and staff
- Reliable and consistent in meeting deadlines
- Excellent and persuasive written and oral communications skills
- Computer literacy and proficiency with database systems like Tessitura or equivalent.
- Skilled with Microsoft Office, especially Word and Excel
- Willingness to work some evenings and weekends regularly throughout the year, including concert attendance and special events

EMPLOYMENT TYPE: Salaried, full-time, with benefits

COMPENSATION:

Pacific Symphony offers a comprehensive compensation and benefits package including retirement plan options, escalating paid vacation, sick, personal days and holidays, and health benefits including medical, dental, vision, life and long-term disability insurance, flexible spending accounts and an employee assistance program.



TO APPLY:

Email your resume, cover letter and salary requirements to [Nikki Palley, Senior Director of Major Gifts: npalley@pacificsymphony.org](mailto:npalley@pacificsymphony.org)

ORGANIZATIONAL BACKGROUND:

The Pacific Symphony is the largest orchestra formed in the U.S. in the last 50 years and is recognized as an outstanding ensemble making strides on both the national and international scene. Our mission is to inspire, engage, and serve Orange County and the region through exceptional music performances, education, and community programming.

Founded in 1978, Pacific Symphony enriches the human spirit through superior performances of classical and symphonic music. Pacific Symphony is located in Orange County; California's second most populous county, boasting a rich arts tradition strongly supported by an engaged public. The region is a tourism magnet, home of Disneyland, and a major financial and business hub.

Pacific Symphony is a highly dynamic and innovative organization, led artistically by Music Director Carl St.Clair and operationally by President John Forsyte. The Symphony has been designated as a Tier One orchestra by the League of American Orchestras, joining the ranks prestigious orchestra such as the LA Phil, Chicago Symphony, and New York Philharmonic.

In most years, Pacific Symphony presents more than 100 concerts annually and serves 250,000 community members. The Symphony is nationally and internationally recognized for performance excellence, strong community engagement through education and other programming and for commissioned new works by contemporary composers. Pacific Symphony twice received prestigious ASCAP Awards for Adventuresome Programming and was showcased in the League of American Orchestras' nationally released publication entitled *Fearless Journeys*. Pacific Symphony's Class Act elementary school education program has been honored by the National Endowment for the Arts and the League of American Orchestras for its exemplary orchestra education.

Resident for much of the year at the renowned Renée and Henry Segerstrom Concert Hall, the Symphony also presents a summer outdoor series at Five Point Amphitheatre. Music Director Carl St.Clair just celebrated his 30th season with Pacific Symphony, while Principal Pops Conductor Richard Kaufman is currently celebrating his 30th season leading the Pops series.

Pacific Symphony values diversity in its workforce and is an Equal Opportunity Employer. All qualified candidates will receive consideration for employment without regard to race, class, religion, country of origin, political belief, (dis)ability, age, gender identity, sexual orientation, protected veteran status, or any factor protected by law.