



Position: **Director of Individual Giving**

Employment Type: Regular Full-Time Salaried/Exempt

Department: Development

Salary Range: Based on Experience

Reports To: Senior Director of Major Gifts

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## **DIRECTOR OF INDIVIDUAL GIVING**

### **Position Summary:**

The Director of Individual Giving is a key member of the development team, reporting to the Senior Director of Major Gifts. This person is responsible for annual fundraising strategies to grow the Annual Fund and promote the Governing Members donor program (donors of \$2,500+). Additional emphasis will be focused on endowment campaigns and legacy giving.

### **Key Duties & Responsibilities:**

- Help the development team achieve all fundraising goals
- Responsible for the leadership and development of giving societies
- Manage a portfolio of donors, including renewal, upgrade, and acquisition of donations
- Responsible for generating weekly donor meetings and solicitations
- Assist with the growth of the Governing Members donor engagement program
- Secure multi-year donor pledges
- Help to promote the Box Circle Club, our VIP membership seating program in the Concert Hall, securing new members
- Work to solicit support for education and community engagement programs
- Secure Legacy Society commitments from donors in assigned portfolio.
- Be a liaison for select Pacific Symphony support groups, providing leadership as needed
- Write donor communications and assist reports published for the board of directors

### **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 beneficial
- Must have demonstrated successes in securing major gifts
- 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 similar
- Skilled in the use Microsoft Office, especially Word and Excel
- Ability and willingness to work evenings and weekends throughout the year, including concert attendance and at special events.
- Be an adaptive team member.

#### **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 employee assistance program.

**How to Apply:** Please email **cover letter and resume** 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 Forsythe. 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 Adventurous 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 30<sup>th</sup> 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.*