



DIRECTOR OF MAJOR GIFTS – EDUCATION and COMMUNITY GIVING

Position Summary:

The Director of Major Gifts is an important member of the development team, reporting to the Senior Director of Individual Giving & Major Gifts. Primary emphasis is on Pacific Symphony's Education & Community Engagement programs underwriting, as well as generating general annual fund support from members of Community Affiliated Giving Groups. The position also supports the annual fund overall goals, working in collaboration with the fundraising team.

Key Responsibilities:

1. Manage a portfolio of donors, including for renewals, gift upgrades and acquisition
2. Responsible for weekly donor meetings and solicitations
3. Work to solicit support for education and community engagement programs
4. Facilitate the leadership and development of various community affiliated giving groups, working with members of such groups, with focused work on growing revenue
5. Be a liaison for select Pacific Symphony support groups, providing leadership guidance
6. Increase donor awareness of and about Pacific Symphony's Education & Community Engagement programs, including its Youth Ensembles program
7. Serve as fundraising liaison to the Pacific Symphony Youth Ensembles
8. Attend education and community engagement programs to have a direct understanding of their objectives and key components, and invite and schedule donor visits
9. Meet and consult with education and community engagement program leaders to identify funding opportunities and strategies
10. Facilitate communication between development, finance, and education/community leaders about funding priorities from an organizational perspective
11. Participate in the Symphony Unbound Campaign and the Sound Future Campaign, securing gifts for these campaigns as appropriate to assigned portfolios
12. Secure gifts to support education and community engagement programs
13. Secure gifts from individuals through community affiliated community groups (giving societies, councils, program advisory boards)
14. Secure multi-year annual fund pledges
15. Research and solicit support for specific programs from corporations/business leaders
16. Help to promote the Box Circle Club VIP membership seating program in the concert hall, referring and enrolling new members
17. Support concert sponsorship initiatives as requested

18. Steward and advance participation of donors in portfolio, as well as prospective donors
19. Refer donors with potential to make planned gifts to appropriate team members
20. Write and generate donor communications

Skills and Requirements:

- Bachelor's degree or relevant education or experience preferred.
- Must have a minimum of five years of professional experience in individual giving for a non-profit organization. Previous work with a performing arts organization is of benefit.
- Must have a demonstrated track record of successful major gift solicitations with gifts of \$5,000 to \$100,000
- Demonstrate initiative and a collaborative approach, with an attitude that supports a 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, possessing 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 with Microsoft Office, especially Word and Excel
- Ability and willingness to work evenings and weekends throughout the year, including concert attendance and special events

Employment Type: Salaried, full time/exempt position, with excellent benefits package

Salary Range: \$85,000 to \$100,000

To Apply: Please email cover letter and resume to -

Nikki Palley, Senior Director of Individual Giving & Major Gifts: npalley@pacificsymphony.org

ORGANIZATIONAL BACKGROUND

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 Pacific Amphitheater. 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.

www.pacificsymphony.org/ **PACIFIC SYMPHONY IS AN EQUAL OPPORTUNITY EMPLOYER**