



SAN FRANCISCO SYMPHONY

MICHAEL TILSON THOMAS • MUSIC DIRECTOR

Individual Giving Associate Development Division

Work Status:	Regular, Full-Time	Payroll Type:	Non-Exempt
Location of Job:	1390 Market Street San Francisco, CA 94102	Hours per week:	35
Reports To:	Associate Director of Development, Major Gifts and Special Projects	Supervisory:	No

JOB SUMMARY

Reporting to Associate Director of Development, Major Gifts and Special Projects, the Individual Giving Associate is a key member of the frontline fundraising team and is responsible for managing relationships with a blended portfolio of individuals supporting the Baton Level annually and prospects that are capable of making significant gifts to further the mission of the San Francisco Symphony. This includes identification, qualification, cultivation, solicitation, and stewardship of donors and crafting personalized giving strategies, proposals, and/or planned gift illustrations as appropriate. The position plays an integral role in meeting increasingly ambitious annual fundraising goals for the Development team. S/he will collaborate with both the Associate Director of Development, Major Gifts and Special Projects and the frontline fundraising team to develop annual and multi-year goals and cultivation/solicitation strategies for each prospect in the portfolio.

RESPONSIBILITIES

- Manages relationships with a portfolio of assigned prospects and participates in all aspects of the gift cycle, from identification through to solicitation, with support from Associate Director of Development, Major Gifts and Special Projects.
- Works collaboratively and strategically with other Development staff and key volunteers, as appropriate, to coordinate strategic and purposeful cultivation and solicitation activities.
- Works with the Associate Director of Development, Major Gifts and Special Projects and Major Giving team on pipeline growth of prospects within the annual giving program.
- Manages fundraising Special Project support for fundraising team, including SoundBox benefit fulfillment, with support from Associate Director of Development, Major Gifts and Special Projects.
- Endeavors to be well informed of the Symphony's strategic priorities and gift opportunities in order to best align them with the interests of those donors and prospective donors who have the capacity and inclination to support them.
- Ensures that his/her prospect portfolio is routinely updated with regard to contact reports, moves management, and documentation of other key milestones in the donor's relationship with the Symphony.
- Maintains a high level of collaboration with the stewardship and events team on cultivation of prospects within his/her portfolio.
- Regularly attends Symphony concerts, special events, and other programs to develop robust relationships with donors and prospective donors, partners, volunteers, and patrons.

- Authors and/or edits funding proposals, consistent with Symphony protocols, to facilitate effective gift solicitations.
- Promotes the Symphony's fundraising priorities through developing excellent relationships with key volunteers and Symphony staff.
- Attends and/or provides staffing of meetings of volunteer committees as requested.
- Other duties as assigned.

QUALIFICATIONS

- Bachelor's degree preferred.
- 1-2 years experience in nonprofit fundraising preferred.
- Exceptional verbal and written communications skills, engaging interpersonal skills, high energy, personal initiative and a sense of humor.
- Intellectual curiosity, inquisitive nature, and excellent listening and problem-solving skills.
- Demonstrated proficiency in Windows operating systems, Microsoft Office (Word, Excel, PowerPoint, etc.)
- Experience with CRM preferred.
- Interest in and/or appreciation for classical music and music education preferred.

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.