**SF Symphony**

**Director, Institutional Giving**
**Development**

<table>
<thead>
<tr>
<th>Work Status:</th>
<th>Full Time</th>
<th>Payroll Type:</th>
<th>Exempt</th>
</tr>
</thead>
<tbody>
<tr>
<td>Location of Job:</td>
<td>Davies Symphony Hall</td>
<td>Salary:</td>
<td>$137,400</td>
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<tr>
<td></td>
<td>San Francisco, CA</td>
<td></td>
<td></td>
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<tr>
<td>Schedule:</td>
<td>Monday-Friday, weekends as</td>
<td>Regular Hours:</td>
<td>9 – 5, evenings as necessary</td>
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<td></td>
<td>necessary - hybrid</td>
<td></td>
<td></td>
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<tr>
<td>Reports To:</td>
<td>Chief Philanthropy Officer</td>
<td>Supervisory:</td>
<td>Yes</td>
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**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](http://sfsymphony.org).

**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.

**JOB SUMMARY**

The Director, Institutional Giving is a senior leader on the San Francisco Symphony’s Development Team and reports directly to the Chief Philanthropy Officer. The Director, Institutional Giving is a key frontline fundraiser, managing a portfolio of 40-45 corporate, foundation, and government giving prospects, totaling $3M - $5M annually to the Symphony’s Annual Fund. The Director leads and manages a team of three direct reports, who are cumulatively responsible for more than $4.3M in annual contributed revenue.

In partnership with the Chief Philanthropy Officer, the Director, Institutional Giving is responsible for the contributed annual fund, special event, project, and campaign revenue goals for the San Francisco Symphony’s Institutional Giving team. The Director is responsible for the development and execution of the overall strategy and plan for the institutional gift development effort, focused on maximizing and growing revenue from corporations, foundations, and government entities to realize the mission, vision, and strategic imperatives of the SF Symphony.

The successful candidate is strategic, collaborative, optimistic, detail-oriented, and possesses a can-do attitude with excellent writing and communication skills. The ideal candidate cares deeply about mentoring their team, as well as contributing to the overall Development department leadership structure. The Director is committed to the success of the San Francisco Symphony, as both a vital cultural asset to the Bay Area, and a beacon of artistic excellence. The ideal candidate communicates thoughtfully and enthusiastically about the work of the San Francisco Symphony, its opportunities, and its challenges.

**Responsibilities:**

- Serves as lead strategic thought partner for the Chief Philanthropy Officer, CEO, Board leadership, and Development Leadership Team, overseeing strategy and messaging for Institutional Giving.
- Participates as a member of the Development Leadership Team, contributing to the overall planning and providing fundraising counsel to senior leadership and the Board.
- Manage a portfolio of 40-45 corporate, foundation, and government giving prospects through all stages of the gift cycle, totaling $3M - $5M annually.
- Comprehensive manages the San Francisco Symphony’s corporate, foundation, and government development programs in collaboration with the Chief Philanthropy Officer.
- Responsible for the achievement of approved revenue goals for corporations, foundations, and government agencies, as well as the management and control of related expenses.
- Supervises and leads a high-performing and ambitious team of Development professionals and provides strategic direction, mentorship, training, and professional development opportunities to the team. Supervises the Associate Director, Corporate Giving and Sponsorships, Associate Director, Foundation and Government Relations, and Institutional Giving Coordinator
- Prospects and solicits general operating, project, in-kind, and capital support.
- Develops campaign analysis and income worksheets; generates reports and forecasts and implements new strategies for fundraising at the institutional level.
• Conducts analysis of economic trends of the business sector, analyzing the effect on institutional giving locally and in the community-at-large.
• Supervises and collaborates on the development of proposals, applications, and reports to foundation and government entities.
• Creates tailored sponsorship proposals for corporate partners and collaborates with corporations to achieve maximum return on investment.
• Works closely with the SF Symphony Marketing Department on corporate sponsorship packages.
• Ensures that all sponsorships, donations, and grants are acknowledged within best practice timeframes.
• Supports all institutional funder solicitations, proposals, and reports for the Comprehensive Campaign and collaborates with the Campaign Team on strategy to ensure success of the to be determined goals. This includes the creation of custom proposals and meeting materials as needed.
• Collaborates with the Chief Philanthropy Officer and Planned Giving in coordination of the Institutional Giving Team's support of the Comprehensive Campaign’s success.
• Assists in briefing executive leadership and volunteer leadership for the campaign as needed for Institutional funder meetings.
• Interacts with and involves CEO, Chief Philanthropy Officer, other SF Symphony senior leadership, and Board of Governors in solicitation, cultivation, and stewardship process.
• Identifies, tracks, and leverages board relationships with Institutional prospects and partners.
• Oversees and provides strategic direction and creative solutions to fundraising and donor stewardship for Institutional Giving.
• Initiates and arranges an established goal of face-to-face contacts and solicitations.
• Ensures that all Institutional Giving donor benefit programs are properly coordinated and recognized, including sponsorship packages, pre-concert receptions/dinners, and printed and digital assets.
• Secures Patron and Board representatives from institutional supporters and assists in the identification and recruitment of corporate and foundation representatives to the Board of Trustees.
• Attends and presents at Board and committee meetings
• Serves as the Development Team co-lead for the Education Committee, attending and planning all committee meetings in collaboration with the Senior Director, Orchestra Personnel and Education Planning and Director, Individual Giving

Other duties:

• Attends concerts and events on evenings and weekends.
• Performs additional duties as required by the San Francisco Symphony.

QUALIFICATIONS

• Bachelor’s degree with a minimum of five to seven years of experience in fundraising, with a history of success in Institutional Giving, preferably in the performing arts.
• Proven experience in major institutional gift fundraising, preferably in performing arts organizations, and in cultivating and soliciting prospects capable of gifts at the $100K+ level.
• Management experience and success in a sophisticated and complex fundraising environment.
• Experience working in or overseeing an annual giving program, preferably in orchestras and/or the performing arts.
• A passion for and interest in music is preferred.
• Position requires a self-motivated individual with demonstrated ability to provide leadership for Trustees and other business executives.
• Interest in and ability to identify new donors and interact with corporate executives.
• Excellent communication skills, both written and verbal.
• Proficient in Microsoft Office and donor database software (Tessitura preferred)
• Strong organizational skills.
• Good interpersonal skills and diplomatic abilities.
• Solid relationship-building skills, across a wide variety of constituents
• Able to understand and apply the objectives of the Institutional Giving team and the Development Department in correspondence with team goals.
• Ability to work successfully in a fast-paced environment while managing multiple assignments and priorities.
• Willing and able to travel around the region and to other areas of the country as needed.
• Willing to attend concerts and events, regularly on nights and weekends

APPLICATION INSTRUCTIONS
To apply, please visit www.sfsymphony.org/careers. If you need assistance or an accommodation due to a disability, please contact us at lhr@sfsymphony.com or you may call us at 415-503-5433.

EEO STATEMENT
In alignment with the values statement above, the San Francisco Symphony celebrates diversity and is committed to providing an environment of mutual respect where equal employment opportunities are available to all applicants and employees without regard to race, color, religion, sex, pregnancy (including childbirth, lactation and related medical conditions), national origin, age, physical and mental disability, marital status, sexual orientation, gender identity, gender expression, genetic information (including characteristics and testing), military and veteran status, and any other characteristic protected by applicable law. The San Francisco Symphony believes that diversity and inclusion among our employees is critical to our success, and we seek to recruit, develop and retain the most talented people from a diverse candidate pool.

Pursuant to the San Francisco Fair Chance Ordinance, the San Francisco Symphony will consider for employment qualified applicants with arrest and conviction records.