



Senior Giving Officer, Maestro's Circle
Development Department
Individual Giving

Work Status:	Full Time	FLSA Status:	Exempt
Location of Job:	Davies Symphony Hall San Francisco, CA	Salary:	\$112,024 - \$119,662
Schedule:	Hybrid	Regular Hours:	9 am-5 pm; intermittent evenings and weekends
Reports To:	Deputy Director, Development and Individual Giving	Supervisory:	Yes 2 direct reports

JOB SUMMARY

The Senior Giving Officer, Maestro's Circle (SGO) reports to the Deputy Director, Development and Individual Giving (DDIG) and is a senior member of the Individual Giving Team. The SGO is a frontline fundraiser responsible for managing a portfolio of 90-100 Major Gift and Planned Giving prospects that collectively contribute \$2M - \$4M annually to the Annual Fund, as well as contributions to Special Projects, Planned Giving, and a comprehensive campaign. The SGO is also responsible for driving strategy for the Symphony's top annual giving membership level, Maestro's Circle (\$15K+) and oversees the Giving Officer team that, in addition to their own portfolios/broad appeal responsibilities, oversee the strategy for the other two Symphony membership levels – Friends (\$75-\$2,499) and Baton Circle (\$2,500-14,999).

RESPONSIBILITIES

- Manage a Major Gift and Planned Giving portfolio of 90-100 households through all stages of identification, qualification, cultivation, solicitation, and stewardship totaling \$2M - \$4M annually.
- Oversee the strategy, planning, budget, goals, and ROI for fundraising efforts in each of the three giving circles: Friends, Baton Circle, and Maestro's Circle. Primary focus on the strategy and execution of efforts focused on the Maestro's Circle.
- Supervise the Annual Giving Officer, Friends and the Annual Giving Officer, Baton Circle. Together, drive, execute, and communicate a comprehensive, integrated strategy for the movement of donors between the three giving levels to achieve and exceed income goals and increase volume of donors at all levels of giving.
- Ensure their prospect portfolio, and those of their team, are routinely updated with contact reports, moves management, and documentation of other key milestones in the donor's relationship with the Symphony.
- Work collaboratively with other Development staff (primarily Prospect Management and Research, New Philanthropy, and Legacy Giving) as well as the CEO, Board and Volunteer Leadership to identify new prospects and coordinate strategic cultivation and solicitation steps and activities.

- Author and/or edit funding proposals, consistent with Symphony protocols, to facilitate effective gift solicitations.
- Recognize opportunities and anticipates needs, reviews requests for information and determines appropriateness of release, and keeps DDIG and Chief Philanthropy Officer informed of items requiring attention.
- Maintain a broad knowledge of tax laws that impact charitable giving, personal assets, and estates.
- Conduct job functions and activities in alignment with the principles of the SFS's Diversity, Equity, and Inclusion (DEI) work, and support the organization's DEI work through participation in working groups and other initiatives as possible.
- Perform additional duties as required by the SFS.

QUALIFICATIONS

- 7-10 years of annual fund and major gift fundraising, with a track record of success preferably in the performing arts. Relevant experience outside the nonprofit environment working with high net worth individuals will be considered.
- Strong leadership and management skills, with the ability to lead and mentor a team.
- Proven success in cultivating, stewarding, and soliciting prospects at the \$25K+ level.
- Excellent communication skills, written and verbal.
- Ability to professionally and diplomatically communicate and interact with a wide variety of internal and external stakeholders.
- Strong organizational skills, with ability to work independently and manage highly detailed tasks.
- Ability to handle multiple tasks and priorities, and meet deadlines in a high-volume, fast-paced environment.
- Committed to success of the symphonic artform and able to communicate thoughtfully and enthusiastically about the work of the San Francisco Symphony.
- Familiarity with and/or passion for orchestral music a plus.
- Proficient in Microsoft Office and donor database software. Tessitura preferred.
- Willing to attend concerts and events, regularly on nights and weekends.
- Able to travel around the Bay Area and northern California as needed.

SUPERVISORY RESPONSIBILITIES

Direct supervision of:

- Annual Giving Officer, Baton
- Annual Giving Officer, Friends

WORKING RELATIONSHIPS

The internal and external constituents with whom this position most frequently interacts include:

- Individual Giving team and Development Leadership Team
- CPO, CEO, some Leadership Team members
- Board and Life Governors
- Donors, especially upper level, and prospects
- Some vendors and consultants