



## POSITION DESCRIPTION

**Position Title:** Major Giving Officer  
**Status:** Full-Time, Exempt  
**Reports To:** Vice President of Advancement

### Position Summary:

The Major Giving Officer is responsible for securing contributed revenue from major gift prospects and donors in order to help the Jacksonville Symphony fulfill its mission. This position serves as an integral member of the development team, contributing to the creation and implementation of strategies for superb donor engagement.

This individual must be an energetic, savvy fundraising professional able to succeed in a dynamic, fast-past and growing performing arts institution. S/he will be a compelling communicator and passionate enthusiast for symphonic music, with a proven success closing five and six figure gifts, as well as a working knowledge of planned giving.

### Responsibilities:

- ❑ Manage a portfolio of approximately 125 qualified major gift donors and prospects through a robust calendar of cultivation, solicitation, closure and stewardship activities
- ❑ Schedule and attend face-to-face visits, performances and events to ensure active philanthropic engagement and a positive cultural experience
- ❑ Secure new and upgrade existing donor commitments to the annual fund, including multi-year pledges and planned gifts; working closely with campaign volunteers and outside consultants, secure multi-year gifts and planned gifts to the campaign
- ❑ Engage with high-level Symphony volunteers, including Board of Directors and Auxiliary members, both on their individual giving and their fundraising portfolios
- ❑ Coordinate and communicate with the Vice President of Development and other development officers; maintain detailed records and prepare contact reports following prospect and donor engagements; participate in regular prospect meetings
- ❑ Other duties as requested or assigned

**Qualifications:**

- ❑ Bachelor's degree with a minimum three years experience as a gift officer with a proven track record of soliciting and closing major gifts
- ❑ Demonstrated knowledge of the techniques of moves management
- ❑ Familiarity with planned giving programs and techniques
- ❑ Superior written and verbal communication skills, including active listening
- ❑ Highly self-motivated, metrics driven and goal oriented
- ❑ Experience working with boards and high level volunteers
- ❑ Donor-centered and with a strong customer service ethic
- ❑ Diplomacy in handling sensitive and confidential information
- ❑ Must have a positive attitude, be able to work as part of a high-functioning team, possess a passion for the performing arts, as well as a strong desire to bring them to audiences

**About the Jacksonville Symphony:**

The Jacksonville Symphony is a cultural leader of a vibrant and growing Northeast Florida. With an annual operating budget of \$10.5 million, the Symphony performs more than 100 main stage concerts each season, as well as another 100 education and community engagement performances to serve more than 250,000 people throughout the First Coast per year.

Since 2015, the organization has experienced a period of rapid growth that has included artistic enhancements, deepened community impact, and financial success. The Symphony performs under the artistic leadership of Music Director Courtney Lewis, who has transformed the orchestra into one of the premier ensembles in the southeastern United States.

The Jacksonville Symphony offers a competitive salary. This position is eligible for full benefits including medical, vision, life insurance, long-term disability, and access to a 403(b) retirement plan.

**To Apply:**

To apply for this position, please submit in PDF format a résumé and letter of introduction outlining your specific experience and qualifications to Debbie Forsberg at [dforsberg@jaxsymphony.org](mailto:dforsberg@jaxsymphony.org). No phone calls, please.