



POSITION DESCRIPTION

Position Title: Vice President & Chief Advancement Officer
Status: Full-Time, Exempt
Reports To: President & Chief Executive Officer
Works in close collaboration with: Music Director, Senior Leadership Team, Board of Trustees

Position Summary:

The Vice President & Chief Advancement Officer (CAO) is responsible for planning, implementing, overseeing, and assessing Jacksonville Symphony's development plans in support of the organization's strategic vision and growth. Reporting to the Chief Executive Officer (CEO) as a key member of the leadership team, the CAO will effectively represent the organization's development interests to constituencies, both internal and external, and will work in close collaboration with the CEO, Music Director and the Board of Trustees to achieve philanthropic goals and build a case for support.

The primary responsibility is to develop the overall strategy for the annual fund, estate planning and proposed capital campaigns, especially the identification, cultivation, solicitation and stewardship of major donors. In this effort, the CAO will primarily focus on high net worth individuals and trustees as well as cultivating relationships with major local and national foundations.

In addition to establishing and maintaining a personal portfolio of current and prospective major donors, the CAO will manage the development team, as well as oversee technical support within the department, including, prospect research. The CAO will succeed and lead by example in a mission-driven working environment that balances the need and relevance of programs with the efficiency of best business practices, fiscal accountability, and institutional impact.

Responsibilities:

- Participating with the CEO, and the Board to develop, lead, and implement Jacksonville Symphony's annual and long-term development strategies, continuing to chart the organization's course in fund development while ensuring that efforts are carried out in keeping with the organization's values, mission, vision and plans
- Develop fund raising plan to achieve and support initiatives contained within the strategic plan
- Developing and growing a balanced funding mix of donor sources and solicitation programs tailored to the needs of Jacksonville Symphony that will enable it to attract, retain and motivate donors
- Identifying, cultivating and soliciting a personal portfolio of current and new funding sources and opportunities for Jacksonville Symphony including individual, foundation and corporate donors and prospects
- Providing fundraising leadership and support to the CEO and Board members, including helping to identify their resource cultivation goals and support needs, prospecting donors, and leading or participating in asks, as appropriate
- Supporting the CEO in the identification, cultivation and recruitment of prospective Board members
- Recruiting, developing, coaching, inspiring, and motivating a strong development team
- Providing general oversight to all of Jacksonville Symphony's development activities, managing the day-to-day operations of the development function, and monitoring

the adequacy of activities through coordination with the CEO, staff and appropriate Board committees

- Establishing goals and metrics to evaluate implementation of strategy and tactics, and evaluating the overall effectiveness of the development program; assessing the team to ensure that the department/function is effectively structured and staffed; overseeing performance measures and monitoring results
- Collaborating with the Marketing and Communications team to ensure consistent messaging and outreach strategies as they affect all development efforts
- Teaming with the Chief Financial Officer and the Board to assure sound fiscal operation of the development function including timely, accurate and comprehensive development of charitable contributions income and expense budgets, reporting, monitoring and implementation
- Maintaining a working knowledge of best practices and significant developments and trends in philanthropy, and adapting fundraising strategies as necessary

Qualifications:

- 10-plus years' experience with a track record of soliciting and closing six and seven figure gifts
- Innovative, forward-thinking professional with exceptional interpersonal skills, a genuine and infectious enthusiasm for the mission of Jacksonville Symphony, and a high degree of professionalism and integrity
- Successful experience planning and leading capital campaigns
- Knowledge of estate planning, experience securing planned gifts
- Ability to think both analytically and creatively
- A compelling, mature, charismatic leader with the ability to move a team forward by inspiring and motivating people with creativity and energy
- A superb manager who is an inspiring coach and mentor
- A sense of humor
- Successful collaborator
- Strong communication skills but should also be able to create an environment that is conducive to open and direct communication with individuals of varying degrees of involvement with Jacksonville Symphony
- A resourceful, results-oriented leader with the ability to think strategically, generate new ideas, prioritize, plan, and set goals and objectives, as well as implement and follow-through
- Ability to speak credibly and persuasively about Jacksonville Symphony's vision for the future
- Bachelor's degree required; plus 10 years of experience in fundraising

Key Skills:

- A proven record of success with major gift fundraising from individuals, corporations, and foundations
- A broad-based knowledge of all functions of development
- Experience planning and executing department budgets and evaluating the ROI of specific fundraising programs
- Strong problem-solving skills
- Successful experience with the creation and execution of strategic plans as they relate to the development function
- A demonstrated ability to plan and operate strategically, to build public support, to strengthen infrastructure, to inspire staff and the Board of Directors, and to develop effective programs
- Exceptional financial, organizational and administrative skills
- Experience working with Boards of Trustees

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 a 403(b)retirement plan.

To Apply:

To apply for this position, please submit in PDF format a resume and cover letter of introduction outlining your specific experience and qualifications to Steven Libman, President & CEO at HR@jaxsymphony.org. No phone calls, please.