



## POSITION DESCRIPTION

Position Title: Individual Giving Manager  
Status: Full-Time, Exempt  
Reports To: Vice President of Advancement

The Individual Giving Manager oversees all non-Board individual giving up to \$9,999 and manages the Conductor's Club program and benefits (\$2,500-\$9,999). A leading team user of Tessitura software, this role is focused on balancing analytics and technology with personalized attention to current donors and prospects.

A successful candidate for this role will be analytical, well-organized, and focused with an ability to communicate and build relationships with many constituents. Excellent writing skills are required. S/he must be able to be respectful, responsive and friendly with patrons, and mindful of potential indicators of wealth, propensity and affinity.

The successful candidate will also have demonstrated fundraising experience, the ability to quickly establish relationships in Northeast Florida, good communication skills, as well as an outgoing and professional manner that well represents the Symphony in the community.

Responsibilities will include, but are not limited to:

- Manage the "Friends" program and all individual donor benefits that apply to gifts below \$10,000
- Create and process monthly renewal notices (except for the Board of Directors)
- Secure new donors and upgrade existing donors
- Process acknowledgement letters in a timely manner
- Build private event invitation lists, provide attendee reports in advance of events, and facilitate appropriate follow-up afterward
- Provide and oversee the development of analytical reports that provide insight to the depth of development portfolios and giving program strategies
- Use wealth screening, data mining and research tools to identify prospective donors, providing giving officers with new leads as needed
- Work with the Advancement Events Manager to hold special events for current and prospective donors

Other duties:

- In collaboration with the Tessitura User Group, ensure Tessitura is put to best use with maintenance procedures and enhancement projects, directing Patron Systems Specialist on project priorities
- Serve on the Board Development committee
- Other duties as requested or assigned

Qualifications:

- 3-5 years of successful experience in fundraising, prospect research or a related field

- Experience creating persuasive fundraising letters directed at individual donors
- Bachelor's Degree in a related field
- Donor database experience required; Tessitura is preferable
- Must have a positive attitude, be able to work as part of a high-functioning team, possess an interest in advancing performing arts in the community
- Diplomacy in handling sensitive and confidential information
- Strong computer skills with proven proficiency in MS Office including Word and Excel
- Professional demeanor and excellent communication skills, both written and oral
- Availability on nights and weekends during the performance season

### **About the Jacksonville Symphony:**

As Music Director Courtney Lewis begins his sixth season on the conductor's podium, the Jacksonville Symphony celebrates the 2020/21 season that promises another year of exemplary symphonic music. Each season, the Symphony reaches over 135,000 individuals through almost 100 performances in Jacoby Symphony Hall and communities throughout Florida.

The Symphony is also a leader in the community for music education, serving four county school districts and over 35,000 students.

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.

The Jacksonville Symphony provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state or local laws.

This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation and training.

### **To Apply:**

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

10/2020