



POSITION DESCRIPTION

Position Title: Vice President & Chief Advancement Officer

Status: Full -Time, Exempt

Reports to: President & Chief Executive Officer

Works in close collaboration with: Senior Leadership Team, Board of Directors, and Music Director

RESPONSIBILITIES OF THE POSITION:

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 the data support function 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.

Development responsibilities will include, but are not limited to:

1. Participate 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
2. Develop fund raising plan to achieve and support initiatives contained within the strategic plan
3. Oversee a \$5-6M+ annual fund of individual, corporate, foundation and government funding
4. Develop and grow 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

5. Identify, cultivate and solicit a personal portfolio of current and new funding sources and opportunities for Jacksonville Symphony including individual, foundation and corporate donors and prospects
6. Provide 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
7. Support the CEO and the Board of Directors with the identification, cultivation and recruitment of prospective Board members
8. Manage a development team of at least five employees
9. Recruit, develop, coach, inspire, and motivate a strong development team
10. Provide general oversight to all of Jacksonville Symphony's development activities
11. Establish goals and metrics to evaluate the implementation of strategy and tactics, and evaluate the overall effectiveness of the development program; assess the team to ensure that the department/function is effectively structured and staffed; oversee performance measures and monitor results
12. Collaborate with the Marketing and Communications team to ensure consistent messaging and outreach strategies as they affect all development efforts
13. In collaboration with the Marketing department, execute a patron loyalty strategy that advances patron revenue by using events, communications and concert activities
14. Team with the Chief Financial Officer 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
15. Maintain a working knowledge of best practices and significant developments and trends in philanthropy, and adapt fundraising strategies as necessary

DESIRED TRAITS, CHARACTERISTICS & QUALIFICATIONS

16. 10-plus years' experience with a track record of soliciting and closing six and seven figure gifts
17. Innovative, forward-thinking professional with exceptional interpersonal skills, a genuine and infectious enthusiasm for the arts and the mission of Jacksonville Symphony, and a high degree of professionalism and integrity
18. Ability to think analytically and creatively
19. Adept collaborator with a track record of working successfully across departments
20. Experience planning and leading capital campaigns
21. Knowledge of estate planning and experience securing planned gifts
22. A compelling, mature, charismatic leader with the ability to move a team forward by inspiring, mentoring and motivating people
23. A sense of humor
24. Strong communication skills, and should be able to create an environment that is conducive to open and direct communication with individuals of varying degrees of involvement with the Jacksonville Symphony

25. A resourceful, results-oriented leader with the ability to think strategically. Generate new ideas, prioritize, plan, and set goals and objectives
26. Ability to speak credibly and persuasively about Jacksonville Symphony's vision for the future
27. Bachelor's degree required

Key Skills:

28. A proven record of success with major gift fundraising from individuals, corporations, and foundations
29. A broad-based knowledge of all functions of development
30. Experience planning and executing department budgets and evaluating the ROI of specific fundraising programs
31. Strong problem-solving skills
32. Successful experience with the creation and execution of strategic plans as they relate to the development function
33. 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
34. Exceptional financial, organizational, and administrative skills
35. Experience working with Boards of Directors and a Development Committee

Diversity, Equity and Inclusion

The Jacksonville Symphony is an equal opportunity employer and does not discriminate on the basis of age, race, sex, color, religion, national origin, disability, military status, sexual orientation or any other status protected by applicable state or local law.

Compensation

Compensation, including benefits will be competitive and commensurate with qualifications and experience.

Application

Please submit a cover letter and resume to Steven Libman, President/CEO, Jacksonville Symphony: HR@jaxsymphony.org

About the Jacksonville Symphony

Our mission is to enrich the human spirit through symphonic music.

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 Jacksonville Symphony is one of Northeast Florida's most important cultural institutions. Founded in 1949, the Symphony now enjoys a national reputation, regularly heard on more than 250 public radio

stations across the country on *Performance Today*. Combined with performances aired on Jacksonville's public radio station WJCT and the organization's continually growing streaming program, the Symphony reaches over 60,000 individuals through these digital channels. In 2018, the orchestra was selected as one of four orchestras from across the country to participate in the 2020 *SHIFT: A Festival of American Orchestras* in Washington, D.C.* The Symphony's performance home, Robert E. Jacoby Symphony Hall, is an acoustic gem and offers an intimate and acoustically superior concert experience. Each year thousands enjoy the Symphony's performances both at Jacoby Symphony Hall in the Times-Union Center for the Performing Arts and at venues located throughout the state of Florida.

The Symphony is a crucial leader in the community for music education, serving four county school districts and over 35,000 students. In addition to offering free tickets to children under the age of 18 for selected *Florida Blue Masterworks* concerts, and other special youth pricing, there are several programs to foster music education.

Led by Symphony Assistant Conductor Deanna Tham, the Jacksonville Symphony Youth Orchestras (JSYO) serves more than 300 talented musicians from all over Northeast Florida. The six levels of ensembles enable the JSYO to serve the needs of all musicians with individualized, ability-specific instruction. JSYO enriches orchestral instruction by guiding young musicians with quality musical instruction, improving skills and maintaining the highest standards. In June 2018, the Jacksonville Symphony Youth Orchestras embarked on its first national tour as one of only three student orchestras invited to perform in the Los Angeles International Music Festival at Walt Disney Concert Hall.

Over the years, the Jacksonville Symphony has hosted some of the most renowned artists of the music world including: Isaac Stern, Benny Goodman, Duke Ellington, Marilyn Horne, Luciano Pavarotti, Itzhak Perlman, Kathleen Battle, Mstislav Rostropovich, Audra McDonald, Joshua Bell, Lang Lang, Alisa Weilerstein, Branford Marsalis and Renée Fleming.

*Shift Festival cancelled due to Covid