



POSITION DESCRIPTION

Position Title: Major Gifts Officer
Status: Full-Time/Exempt
Reports To: Vice President & Chief Advancement Officer

Position Summary:

The Jacksonville Symphony Advancement Department raises funds through donations from individuals, corporations, foundations, the public sector, and special events to support artistic and educational programming and general operating expenses. The Major Gifts Officer will be responsible for expanding the base of major gift donors, primarily from individuals, on a local and regional level. The Major Gifts Officer will work to increase support by cultivating and stewarding effective relationships by maintaining an active fundraising schedule that includes strategic visits, and ongoing cultivation and solicitation. They will maintain a portfolio of appropriate size including current and potential donors with five to six-figure plus capacity excluding Board and honorary Board members. In addition, they will maintain an active schedule of cultivation and solicitation visits securing gifts averaging \$10,000 and more. This position requires excellent interpersonal skills, data-driven portfolio management, and the demonstrated ability to meet fundraising goals. The ideal candidate will be self-motivated, well-organized and possess a sales mentality. Knowledge of customer relationship databases and appreciation for music is a plus.

Responsibilities

- Work to increase support by cultivating and stewarding effective relationships through face-to-face meetings and regular communication. Actively manage a portfolio averaging 100 major gift donors and prospects with an emphasis on securing new gifts through timely and strategic action.
- Develop and pitch major gift proposals for donors giving on average \$10,000 and more annually. Identify, cultivate, and solicit major gifts supporting annual fund, event sponsorship, capital, and endowment campaigns.
- Build a pipeline for Conductors Club membership program for those who can support the program annually.
- Attend performances, receptions, and events with a view to donor strategy.
- Pull reports to track progress on revenue goals and review portfolio next steps on a regular basis.
- Record donor touchpoints and update donor plans in customer relationship database.
- Performs other responsibilities as requested or assigned by management.

Qualifications

- Bachelor's degree preferred or related experience.
- Demonstrated experience and success in nonprofit fundraising/development or for-profit sales and communications with a minimum of three years' experience.
- A self-starter driven by results.
- Ability to set goals strategically and oversee execution. Organized, prepared, detailed-oriented.
- Proven ability to interact and influence philanthropic leaders.
- High level of discretion and ethical approach to fundraising.
- Ability to establish and maintain good working relationships throughout the organization and with external constituencies.
- Excellent written and verbal communication and presentation skills compelling individuals to act.
- Sense of humor.
- Proficiency in database management, Microsoft Office Suite, and other computer skills.
- Knowledge of customer relationship databases and appreciation for music is a plus.

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 Bryan de Boer, Vice President and Chief Advancement Officer at HR@jaxsymphony.org. No phone calls, please.

Compensation and benefits

A competitive salary and comprehensive benefits package, including health insurance, 403-B plan, generous vacation and holiday days, parking, and complimentary tickets are included.

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.

About the Jacksonville Symphony

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

As Music Director Courtney Lewis begins his seventh season on the conductor's podium, the Jacksonville Symphony celebrates the 2021/22 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 also committed to the creation of original music and has embarked on an ambitious plan to commission five original compositions between the 2021/22 and the 2023/24 seasons.

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. 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 Classical concerts, and other special youth pricing, there are several programs to foster music education.

Led by Symphony Assistant Conductor Daniel Wiley, 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, Renée Fleming and Jean-Yves Thibaudet.