



## POSITION DESCRIPTION

**Position Title:** Director of Corporate Giving  
**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 Director of Corporate Giving is primarily responsible for securing business support and sponsorships from the greater Jacksonville community through the development of a comprehensive strategy that focuses on securing new and renewed funding. The Director will also prepare proposals, sponsorship agreements, make solicitations and complete all necessary follow-up to secure support. In addition, the Director will ensure that sponsorship commitments are fulfilled, and that all corporate donors are recognized and stewarded. The successful candidate will have demonstrated fundraising or sales experience, the ability to quickly establish relationships in Northeast Florida, excellent communication skills, as well as an outgoing and professional manner that well represents the Symphony in the community.

### Responsibilities:

- Identify and solicit businesses, create a pipeline for new business support by identifying, researching, and soliciting businesses. Secure renewals for all business gifts and sponsorships.
- Develop tailored proposals for new and renewed businesses supporting annual general operating funds, event sponsorship, capital, and endowment campaigns.
- Develop and maintain relationships with key business contacts.
- Ensure excellent customer-focused service and benefit fulfillment; attend concerts, engagement activities, and community events.
- Responsible, dependable, and able to work daytime hours, evenings, and weekends.
- Maintain financial information including issuing invoices and pledge reminders.
- Create reports to track progress on revenue goals and review business portfolio on a regular basis.
- Record touchpoints and update 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.
- Ability to set goals strategically and oversee execution. Organized, prepared, results oriented.
- Experience securing business sponsorships preferred, but not required.
- High level of discretion and ethics.
- A positive attitude able 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.
- Working knowledge of marketing and public relations and how they interact with business sponsorships.
- Proficiency in database management, Microsoft Office Suite, and other computer skills.
- Knowledge of customer relationship databases and appreciation for music is a plus.

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. [Proof of COVID-19 vaccination required.](#)

## About the Jacksonville Symphony:

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

As Music Director Courtney Lewis begins his eighth season on the conductor's podium, the Jacksonville Symphony celebrates the 2022/23 season that promises another year of exemplary symphonic music. Each season, the Symphony reaches over 100,000 individuals through almost one hundred 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 Jacksonville Center for 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 eighteen for selected *Florida Blue Classical* concerts, and other special youth pricing, there are several programs to foster music education.

Led by Symphony Assistant Conductor Grant O'Brien, the Jacksonville Symphony Youth Orchestras (JSYO) serves more than three hundred 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.

**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](mailto:HR@jaxsymphony.org). No phone calls, please.