



POSITION DESCRIPTION

Position Title:	Capital Campaign Director
Status:	Full-time Exempt
Reports to:	Bryan de Boer, VP & Chief Advancement Officer

Position Summary

The Jacksonville Symphony is seeking a Capital Campaign Director to lead and execute all aspects of the Symphony's multi-faceted, multi-year, multi-phased campaign. As a key member of the Development team, the Capital Campaign Director will work collaboratively with the Development staff, the President/CEO, senior leadership, volunteers, Campaign Committee members, Board of Trustees, as well as fundraising counsel.

The Capital Campaign Director will be responsible for cultivating and soliciting top donors, shaping donor stewardship efforts, deepening the prospective donor pipeline, and maintaining accurate and up-to-date information on donors and prospects. He or she will drive overall strategy, manage campaign volunteer leaders, handle donor recognition and stewardship policies and procedures for the campaign, and report campaign progress to various audiences. This position will have extensive interaction with Board members, top donors, and patrons.

The successful candidate will be an experienced development or non-profit professional with a passion for fundraising and outstanding interpersonal, written, and verbal communication, and organizational skills. He or she will be detail-oriented and skilled at managing multiple tasks simultaneously in a busy environment with tight timelines. An interest and experience in the performing arts is preferred.

Responsibilities

- Oversee and drive all campaign activity, including strategic planning, campaign reporting, campaign communications, and the execution of cultivation, solicitation, and stewardship activities in support of campaign goals and priorities.
- Manage a robust portfolio of donors by leading the development and execution of strategies for the cultivation, solicitation, and stewardship of current and new donors.
- Directly solicit campaign gifts and partner with the President/Chief Executive Officer and VP/Chief Advancement Officer on key solicitations by providing prospect briefings, strategic guidance, and assistance with donor communications.
- Lead the campaign through its various stages – “quiet”, leadership/major gift and public phases.
- Serve as the primary liaison between all campaign donors and prospects participating in the campaign effort; serve as the primary operational contact with Symphony leadership, campaign volunteers, plus individual and institutional partners.

- Maintain annotated table of gifts, list of funding priorities, and available funding opportunities.
- Work with the President/Chief Executive Officer, VP/Chief Advancement Officer, and development team members to develop and maintain the campaign pipeline and build infrastructure around potential campaign donors, including strategies to move campaign donors from cultivation to solicitation while stewarding them effectively.
- Develop collateral materials, in partnership with the Symphony's Development and Marketing teams.
- Engage volunteer campaign leadership and convene regular strategy meetings.
- Prepare customized briefing and solicitation materials for volunteers and staff to use for meetings.
- Conduct in-depth prospect research and develop briefings.
- Develop monthly campaign updates, numerical analysis and reports for staff and volunteer leadership.
- Assist with timely donor acknowledgements and stewardship including recognition opportunities.
- Develop donor-facing correspondence including letters, invitations, briefings, and other mailings.
- Help to plan and coordinate campaign solicitation, cultivation, and recognition events.
- Maintain a comprehensive campaign timeline.

Requirements

- Bachelor's degree and three (3) or more years of professional experience in development, non-profit management, or a related field. Experience with campaign management preferred.
- Ability to professionally and effectively communicate verbally and in writing.
- Outstanding organizational skills and ability to manage multiple tasks simultaneously with close attention to detail and prioritization to meet deadlines.
- A proven track record of soliciting and closing major and leadership gifts.
- Experience in relationship-based fundraising with an intentional focus on cultivation, stewardship, and building personal relationships with philanthropists to secure major gifts.
- Exceptional interpersonal skills and ability to work collaboratively with all levels of staff, volunteers, donors, and prospective donors.
- Appreciation and understanding of the Jacksonville Symphony's mission and vision, and the ability to effectively communicate the priorities of the campaign.
- Proficiency in Microsoft Excel, PowerPoint, Word, and database management. Experience with Tessitura is a plus.
- Ability to work flexibly. Position requires a variable schedule with a combination of daytime, evening, and weekend hours, as needed.

About the Jacksonville Symphony

In its 74 seasons, the Jacksonville Symphony has brought exceptional, enthralling music to listeners in the community, across Florida and far beyond. Courtney Lewis, Music Director, takes his step on the conductor's podium for his ninth season to lead some of the world's finest musicians in performances that continue to reach new levels of artistic excellence. The Symphony is committed to bringing the legacy of

classical, pops and other genres of music to life. The Symphony is also creating history all its own with six original commissions between the 2021/22 and the 2024/25 seasons. The Symphony is also a leader in the community for music education, servicing four county school districts and over 42,000 students.

Compensation and Benefits

The Jacksonville Symphony offers a competitive salary and comprehensive benefits package, including health insurance, 403-B plan match, generous vacation and holiday days, parking, complimentary concert tickets are included.

Proof of COVID-19 vaccination required.

Diversity, Equity, and Inclusion

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.

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, VP/Chief Advancement Officer at HR@jaxsymphony.org. No phone calls, please.