



## POSITION DESCRIPTION

**Position Title:** Director of Major Gifts

**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 Major Gifts will be responsible for increasing major gifts from both individual donors and corporate sponsors, on a local, regional and national 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 current and potential donors, with six-figure plus capacity, excluding board and honorary board members. The Director will also prepare proposals, grants, sponsorship agreements, make solicitations and complete all necessary follow-up to secure support. 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 individual and institutional donors and prospects with an emphasis on securing new gifts through timely and strategic action.
- Develop and pitch major gift proposals for individual and institutional donors giving \$10,000 or more annually. Identify, cultivate and solicit major gifts supporting annual fund, event sponsorship, capital and endowment campaigns.
- Create a pipeline for new major support from individuals and institutions by identifying, researching and soliciting.
- Ensure excellent customer-focused service and benefit fulfillment; attend concerts, engagement activities and community events.
- 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 success in nonprofit fundraising/development and communications with a minimum of three years' experience.
- Track record of securing major gifts of \$10,000 or more from individuals and institutions.
- 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 and business 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 desired action.
- 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.

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.

## About the Jacksonville Symphony:

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

As we enter our 75<sup>th</sup> Season, 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 tenth season to lead some of the world's finest musicians in performances that continue to reach new levels of artistic excellence. As one of Northeast Florida's most revered cultural institutions, the Symphony is committed to bringing the legacy of classical, pops and other genres of music to life.

Led by President and CEO Steven Libman, **the Jacksonville Symphony reaches over 130,000 adults through over 90 performances** every season in its acoustically superior home of Jacoby Symphony Hall and in venues throughout the state of Florida. Founded in 1949, the Symphony now enjoys a national, distinguished reputation.

In its commitment to making a difference through music, the Symphony is a crucial leader in the community for introducing the joy of music to families through several programs that foster music education. The Symphony believes every child should have access to music education and serves 10 county school districts and over 70,000 students while offering free tickets to children under the age of 18 for selected *Florida Blue Classical* concerts. Its Jacksonville Symphony Youth Orchestras (JSYO) also serve more than 200 talented musicians from all over Northeast Florida. The six levels of ensembles within JSYO fulfill the needs of all musicians with individualized, ability-specific instruction so students can improve their skills and maintain the highest standards of performing.

Continuing with its core belief that **music is for all**, the Symphony kicks off the season with two community concerts that are free to the public, so everyone can experience the awe and joy of a live, symphonic performance. Ensembles also tour across the region to bring the joy of music to smaller venues. As a pioneer of Diversity, Equity and Inclusion initiatives, the Symphony further builds upon its robust, strategic plan for DEI growth, making symphonic music reflective of and accessible to the communities it serves.

The Symphony's performance home, Robert E. Jacoby Symphony Hall, is an acoustic gem and offers an intimate and acoustically superior concert experience. Over the years, the Jacksonville Symphony has hosted **some of the most dynamic and esteemed 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 Thibaut.

The Jacksonville Symphony is a proud member of the League of American Orchestras, the Sphinx Organization's National Alliance for Audition Support and the Jacksonville Chamber of Commerce.

All parts of this mission come together to create a Symphony that enriches, uplifts, and inspires lives.

For more information about the Jacksonville Symphony, please like us on [Facebook](#) and follow us on [YouTube](#), [X](#) and [Instagram](#).

### **To Apply:**

To apply for this position, please submit in PDF format a resume and cover letter describing 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.

### **Compensation and benefits**

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

Proof of COVID-19 vaccination required.

### **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.