



Position: **Director of Individual Giving**

Employment Type: Regular Full-Time Salaried/Exempt

Department: Development

Salary Range: \$120,000 to \$130,000 - Based on Experience

Reports To: Senior Director of Major Gifts

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### **Position Summary:**

The Director of Individual Giving is an important member of the Development team, reporting to the Senior Director of Major Gifts. This highly adaptive team member is responsible for annual fundraising strategies to grow the Annual Fund and promote the Governing Members donor program (donors of \$2,500+). Additional emphasis will be focused on endowment campaigns and legacy giving.

### **Key Duties & Responsibilities:**

- Help the Development team to achieve all fundraising goals.
- Manage a portfolio of donors, including renewal, upgrade, and acquisition of donations.
- Responsible for weekly donor meetings and solicitations.
- Work to solicit support for our education and community engagement programs.
- Take responsibility for the leadership and development of our Societies, that work with specific community groups, including the growth of revenues for each group.
- Recruit members for the Board of Counselors (\$5,000+) and assist with the identification of members for the Board of Directors, with a focus on board diversity.
- Participate in the Symphony Unbound Endowment Campaign and the Sound Future Campaign, securing gifts for these campaigns.
- Assist with the growth of the Governing Members donor engagement program.
- Secure multi-year donor pledges.
- Research and solicit support from corporate leaders.
- Help to promote the Box Circle Club, our VIP membership seating program in the concert hall, securing new members.
- Assist with concert sponsorships and stewardship fulfillment.
- Secure Legacy Society commitments from donors in assigned portfolio.
- Be a liaison for select Pacific Symphony support groups; providing leadership as needed.
- Write donor communications and help with Board reports.

**Note:** Nothing in this job description restricts management's right to assign or reassign duties and responsibilities to this job at any time.

### **Experience and Qualifications:**

- Bachelor's degree preferred.
- Must have a minimum of five years of professional experience in individual giving for a non-profit organization. Experience with a performing arts organization is helpful.



- Must have a demonstrated track record of successful major gift solicitation with gifts of \$5,000 to \$100,000.
- Demonstrate initiative, a collaborative team spirit and the ability to handle multiple projects of varying natures simultaneously.
- Goal oriented and highly self-motivated.
- Personable, positive, and diplomatic individual with integrity and a sense of humor, who works effectively with donors, volunteers, and staff.
- Reliable and consistent in meeting deadlines.
- Excellent and persuasive written and oral communications skills.
- Computer literacy and proficiency with database systems like Tessitura or equivalent.
- Skilled with Microsoft Office, especially Word and Excel.
- Willingness to work evenings and weekends throughout the year, including concert attendance and special events.

#### **COMPENSATION:**

Pacific Symphony offers a comprehensive compensation and benefits package including retirement plan options, escalating paid vacation, sick, personal days and holidays, and health benefits including medical, dental, vision, life and long-term disability insurance, flexible spending accounts and employee assistance program, complimentary tickets.

#### **To APPLY:**

Please email **cover letter and resume** to Richard Stein, President & CEO, Arts Orange County - [rstein@artsoc.org](mailto:rstein@artsoc.org)

#### **ORGANIZATIONAL BACKGROUND:**

The Pacific Symphony is the largest orchestra formed in the U.S. in the last 50 years and is recognized as an outstanding ensemble making strides on both the national and international scene. Our mission is to inspire, engage, and serve Orange County and the region through exceptional music performances, education, and community programming.

Founded in 1978, Pacific Symphony enriches the human spirit through superior performances of classical and symphonic music. Pacific Symphony is located in Orange County; California's second most populous county, boasting a rich arts tradition strongly supported by an engaged public. The region is a tourism magnet, home of Disneyland, and a major financial and business hub.

Pacific Symphony is a highly dynamic and innovative organization, led artistically by Music Director Carl St.Clair and operationally by President John Forsythe. The Symphony has been designated as a Tier One orchestra by the League of American Orchestras, joining the ranks prestigious orchestra such as the LA Phil, Chicago Symphony, and New York Philharmonic.

In most years, Pacific Symphony presents more than 100 concerts annually and serves 250,000 community members. The Symphony is nationally and internationally recognized for performance excellence, strong community engagement through education and other programming and for commissioned new works by contemporary composers. Pacific Symphony twice received prestigious ASCAP Awards for



Adventuresome Programming and was showcased in the League of American Orchestras' nationally released publication entitled *Fearless Journeys*. Pacific Symphony's Class Act elementary school education program has been honored by the National Endowment for the Arts and the League of American Orchestras for its exemplary orchestra education.

Resident for much of the year at the renowned Renée and Henry Segerstrom Concert Hall, the Symphony also presents a summer outdoor series at FivePoint Amphitheatre. Music Director Carl St.Clair just celebrated his 32nd season with Pacific Symphony, while Principal Pops Conductor Laureate Richard Kaufman is currently celebrating his 32nd season leading the Pops series.

*Pacific Symphony values diversity in its workforce and is an Equal Opportunity Employer. All qualified candidates will receive consideration for employment without regard to race, class, religion, country of origin, political belief, (dis)ability, age, gender identity, sexual orientation, protected veteran status, or any factor protected by law.*