



Position Title: Major Gifts Officer

Report to: Vice President of Development

Status: Full-time, Exempt

Position Summary:

The Virginia Symphony Orchestra seeks a strategic and relationship-driven fundraising professional to join its Development team as a Major Gift Officer. Reporting to the VP of Development, this individual will play a critical role in advancing the VSO's mission by identifying, cultivating, soliciting, and stewarding major gift donors in support of VSO's artistic and education programs.

The Major Gifts Officer will manage a portfolio of approximately 100-130 qualified major gift prospects and donors, with primary responsibility for securing five, six, and seven-figure gifts that directly impact education and artistic programs, endowment, and community outreach. This position will also help to strengthen the corporate giving portfolio with a focus on larger corporate gifts. This position requires high-level strategic thinking, a competitive drive and work ethic, facility with data and commitment to meeting and exceeding revenue goals, excellent communication skills, and a demonstrated commitment to the VSO's important role as a leading artistic institution in the Southeast Virginia community.

Essential Responsibilities

Portfolio Management & Donor Engagement (50%)

- Manage and grow a portfolio of 100-130 major gift prospects and donors capable of giving \$20,000 or more
- Conduct face-to-face visits each month with donors and prospects to build meaningful, authentic relationships
- Develop and execute individualized cultivation strategies for each prospect, including personalized proposals, impact reports, and stewardship touchpoints
- Qualify prospects through strategic discovery conversations, assessing giving capacity, interests, and philanthropic motivations



- Move donors through the cultivation cycle from identification to solicitation to stewardship using proven moves management strategies
- Close major gifts at the five- and six-figure level annually, meeting or exceeding fundraising goals established by leadership

Strategic Fundraising & Campaign Support (30%)

- Actively support endowment campaign through targeted solicitation efforts
- Collaborate with the VP of Development, CEO, and program staff to align donor interests with Symphony needs
- Prepare comprehensive briefing materials, customized proposals, and presentation materials for donor meetings
- Coordinate with Development colleagues on annual giving, planned giving, and corporate/foundation relations to maximize donor engagement
- Work with VSO leadership, Board members, and key volunteers to facilitate peer-to-peer solicitations

Donor Stewardship & Relationship Building (10%)

- Provide exceptional stewardship for all donors in portfolio, ensuring timely and meaningful recognition of gifts
- Create customized stewardship plans that demonstrate impact and inspire continued investment
- Coordinate visits, tours, and engagement opportunities that connect donors to the VSO's mission
- Record all donor interactions, strategies, and contact reports in the donor database (CRM/ Tessitura) promptly after all interactions
- Monitor donor communication preferences and ensure personalized, mission-aligned engagement



Collaboration & Institutional Representation (10%)

- Represent the Virginia Symphony at donor events, cultivation activities, and fundraising functions, including evenings and weekends as needed
- Work collaboratively across departments to facilitate donor connections
- Attend VSO performances and community and education activities for staff coverage and to further understanding of VSO's programs and mission

Required Qualifications

Education & Experience

- Bachelor's degree from an accredited four-year institution
- Minimum of 5 years of professional fundraising experience with demonstrated success in major gift solicitation
- Proven track record of personally soliciting and closing gifts of \$50,000 or more
- Experience managing a donor portfolio and implementing strategic moves management

Skills & Competencies

- Exceptional interpersonal and relationship-building skills with ability to connect authentically with diverse constituencies
- Strong written and verbal communication skills, including proposal writing and presentation abilities
- Strategic thinking and ability to match donor interests with institutional priorities
- Proficiency with donor databases and Microsoft Office Suite
- Self-motivated, goal-oriented, and able to work independently with minimal supervision
- Excellent organizational skills and attention to detail in managing complex donor relationships
- Ability to handle confidential information with discretion and professionalism

**Physical Requirements & Working Conditions**

- **Schedule:** Flexibility required for evening and weekend performances and programs, donor meetings, cultivation events, and community functions
- **Physical Demands:** Ability to sit or stand for extended periods during travel and meetings; occasional lifting of materials up to 25 pounds
- **Environment:** Standard office environment with frequent off-site meetings in donor homes, businesses, and restaurants

Compensation: Starting at \$65,000, commensurate with experience.

To apply: Interested candidates should submit their resume and cover letter via email to Shannon Kelly, President and CEO, at skelly@virginiasymphony.org. Please use subject line: Major Gift Officer + your name. This position is open until filled.