

**Job Title:** Major Gift Officer  
**Supervisor Title:** Director of Advancement, Major Gifts and Planned Giving  
**FSLA Status:** Exempt

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**San Diego Symphony Orchestra Overview:**

The San Diego Symphony is at a pivotal moment in its evolution, having grown significantly in the past six years with high aspirations for the future. With 82 musicians and a dynamic and forward thinking Music Director, Rafael Payare, the Symphony is in the midst of launching the public phase of a multi-faceted capital campaign with the opening of a permanent outdoor venue, The Rady Shell at Jacobs Park, as the centerpiece of this campaign. The Shell is an \$85M philanthropic investment that will be open to the public 85% of the year and will be a vital community resource for all of San Diego. Under the leadership of CEO Martha Gilmer, the San Diego Symphony is poised to take the world stage with launch of this extraordinary new venue.

**Institutional Advancement Departmental Overview:**

The Institutional Advancement department is responsible for raising contributed revenue from individuals, corporations, foundations, and government sources to support the San Diego Symphony's operations and its active capital campaign. Currently, the department generates \$10-11M in operating support each year and will grow operational support each year. The Symphony is just entering the public phase of a capital campaign to raise \$125M with \$28M left to raise. This position reports to the Director of Advancement, Planned Giving and Major Gifts and works closely with the Vice President, Institutional Advancement, the CEO and leadership volunteers. This position develops and implements strategies for cultivating, soliciting and stewarding major gift prospects with the capacity of \$15,000 and above; identifies new donor prospects through researching background information on potential donors and developing materials, creating marketing plans, and organizing related programs/events; cultivates, stewards, and solicits donor prospects; prepares and negotiates gift instruments ranging from simple to moderate complexity; works with the Vice President, Institutional Advancement to solicit the institution's largest donors; and manages a portfolio of 90-100 donor prospects.

**Key Responsibilities of the Major Gift Officer:**

- Manage a portfolio of 80-100 donors and prospects who give \$15,000+ annually
- Cultivate, solicit, and secure five- and six-figure gifts for restricted and unrestricted purposes, including capital campaign solicitations
- Key member of capital campaign strategy team
- Identify and solicit new prospects
- Develop and execute cultivation and solicitation plans
- Develop and execute effective stewardship plans
- Attend performances, programs, and events in support of the above
- Maintain in-depth knowledge of San Diego Symphony's programming, funding priorities, and strategic initiatives
- Maintain accurate gift records, in accordance with department processes

**Working Conditions:** Office, indoor and outdoor event working conditions.

**Requirements**

The San Diego Symphony is committed to a workplace in which every employee has equitable opportunities and support, and experiences a sense of belonging. Individuals with diverse backgrounds, identities, and experiences are encouraged to apply.

**Qualities For a Successful Candidate:**

We seek an individual with prior experience in major gift solicitation, preferably with arts related fundraising experience and/or deep knowledge and passion for the arts. The right candidate for this role will demonstrate integrity, possess high emotional intelligence and interpersonal savvy, be an outstanding communicator--including excellent writing and active listening skills--and highly collaborative, working well within a team of 11 full-time Advancement professionals. The ability to handle confidential and proprietary information sensitively and discreetly is critical. Successful candidates will have an interest in attending multiple performances each season and be knowledgeable or interested in learning about music. Prior experience working with volunteers and/or board members is also helpful.

**Required education and experience:**

- Bachelor's degree in related field preferred, certifications in fundraising a plus
- Minimum of 5-7 years of experience with increasing levels of responsibility in fundraising
- Must know Tessitura or other CRM system and ability to learn and operate
- Must have a high degree of tact and diplomacy
- Strong communications skills, both written and oral
- Understanding of industry best practices

**General Requirements:** Able to sit for long periods of time. Able to move around backstage, including using stairs. Must be able to pick up and move a minimum of 25 lbs.

**Benefits**

This is a full-time position with benefits, salary range between \$65,000-\$80,000 based upon experience. Evening and weekend work is required. Due to the pandemic, administrative staff are temporarily working remotely.