



Director of Individual Giving

Colorado Symphony Association (CSA) | Job Description

Title: Director of Individual Giving
Department: Development
Reports to: Chief Executive Officer (Alongside the Director of Institutional Giving)
Oversees: Associate Director of Individual Giving; Development Services & Support Sr. Manager
Classification: Full Time, Exempt

About the Colorado Symphony

The Colorado Symphony Association (CSA) is committed to artistic excellence and ensuring the future of live, symphonic music. Performing over 150 concerts annually at Boettcher Concert Hall in downtown Denver and across 28 counties in Colorado, the CSA is home to 80 full-time musicians, representing more than a dozen nations, and regularly welcomes the most celebrated artists from all genres of music. Recognized as an incubator of innovation, creativity, and excellence, the CSA continually expands its impact through education programs that will reach 30,000 children, community outreach in collaboration with 75+ organizations a year, and diverse programming. We partner with the state's leading musical artists, cultural organizations, corporations, foundations, sports teams, and individuals to expose diverse audiences to the power of symphonic orchestral music.

Our Core Values reflects are our staff, musicians, and the communities we serve: EXCELLENCE - We are committed to musical and artistic excellence and ensuring a solid future for live symphonic music in Colorado; SUSTAINABILITY - We are dedicated to maintaining an orchestra of the highest performance standards, modeling best practices and balanced fiscal stewardship; INNOVATION - We will embrace and maintain our culture of success, calculated risk-taking, fostering imagination, and invention in an ever-changing world of the performing arts; COMMUNITY - We are committed to growing a culture for modern, relevant, creative music to uplift, unite, and celebrate all people; DIVERSITY & INCLUSION - We are committed to providing symphonic and educational experiences that celebrate our humanity, reflect and value the diversity of our community, and seek out meaningful collaborations.

Diversity, Equity, & Inclusion Statement

Music brings people together to inspire and unite the human spirit. The Colorado Symphony Association (CSA) believes that symphonic music must be available to everyone and that communities thrive when music is accessible to all. The CSA is committed to being an inclusive organization where diverse perspectives are sought out and valued; and to create experiences for our audiences where all people and communities feel welcome, represented, and connected. The CSA will continuously strive to achieve greater inclusivity and equity by leading in a way that represents our art form, one of collectivism and harmony. The CSA believes in the dignity of all and respects a diversity of cultures, identities, orientations, heritages, beliefs, and experiences. As a cultural institution and only full-time professional symphony orchestra in the state, we recognize the power of symphonic music and believe we can bring our community together to create greater social understanding through live symphonic music.

Position Profile

The Director of Individual Giving will be responsible for building, enhancing, and creating pipelines for the CSA's individual donor program including major gifts, planned giving, annual giving, and special events. The Director of Individual Giving will have primary responsibility for leading the organization's major gifts and annual giving efforts, setting strategy, and executing fundraising plans for sustaining and growing the number of \$10K-\$100K annual donors and the size of

individual donations. They will collaborate and help lead the strategy for the CSA's Annual Gala and individual donor engagement events. This individual will help lead and design the CSA's Centennial Campaign for the 23/24 Season.

Essential Duties and Responsibilities

Annual Fund

In collaboration with the Director of Institutional Giving, this position will:

- Establish short and long-term contributed revenue goals and objectives for the major gifts, planned giving, annual giving, and special events programs for the CSA.
- Personally manage a portfolio of donors with consistent focus and high-touch engagement, cultivation and stewardship that leads to successful solicitations. The Director is responsible for raising mid 4 to -7 figure gifts for the CSA.
- Lead a cohesive and highly collaborative principal/major giving program (\$10,000+ level donors) that capitalizes on the CSA's strengths and maximizes long-term gains in endowment, programmatic, and unrestricted funding.
- Oversee the Associate Director of Individual Giving and Development Services & Support Sr. Manager to further develop all aspects of fundraising, strategic direction, and growth of the annual fund program (\$1-\$4,999 level donors), including personal solicitations, direct mail and online communications.
- Work closely and serve as the Colorado Symphony liaison to assigned membership groups, including the Crescendo Society, Women of Note, Luminary Society, and the Colorado Symphony Guild.
- Work in close collaboration with the board and trustees, maximizing the effectiveness of individual donor engagement plans to create new strategic approaches for philanthropic growth.
- Participate in supporting the CSA's long-range goals including planning and securing support for projects of innovation in the areas of artistic excellence, education, outreach, and audience development.
- Lead project management across Sales & Patron Services and Marketing & Communication departments regarding in-house and out-of-house bulk mailings and phone campaigns.
- Analyze fundraising potential, establish clear, measurable objectives, and achieve stated goals with monthly and annual giving.

Colorado Gives Day, Giving Tuesday, Special Campaigns

- Manage Colorado Gives Day (CGD) profile and effectively launch and manage a yearly CGD campaign.
- Work directly with Marketing & Communication to promote Colorado Gives Day through all available channels, including email, social media, and print.

Development Event Production

- Help develop and oversee the management of the donor engagement and event budgets, including preparation and maintenance of budget reconciliation and reporting.
- Work with Development Staff, Orchestra Personnel, Musicians, and Artistic leadership to develop production plans that align with event structure and goals.
- Lead strategic planning & development of donor cultivation events and programs.

Leadership & Support

- Foster a positive professional work environment that recognizes new ideas, builds confidence, encourages teamwork, and promotes diversity, equity, & inclusion.
- Maintain a positive leadership style that empowers staff through active communication and ensures accountability for excellence through clearly defined and measurable.
- Lead and mentor two development team members; Associate Director of Individual Giving; Development Services & Support Senior Manager and oversee the professional development of a 6-8 person fundraising team in collaboration with the Director of Institutional Giving.

Qualifications and Capabilities

- Required:
 - Bachelor's Degree and/or Equivalent Experience - 4 - 6 years of progressive experience in fundraising roles. Supervisory experience required. Performing arts experience is a plus.
 - Ability to understand complex organizations and systems and ability to work in harmony with peers, and as an active team member.
 - Demonstrated natural ease and effectiveness when working with high level donors and sponsors. Has the credibility, maturity, and sound judgment necessary to inspire trust and respect from community leaders, donors, colleagues and team members.
 - Exceptional communication, interpersonal, and negotiation skills, and the ability to develop clear and compelling written and verbal case statements, proposals, reports, etc.
 - Strong analytical skills and expertise with designing, planning and developing major gifts, planned giving, annual fund and event campaign.
 - Technologically savvy with strong knowledge of Tessitura and/or Fundraising CRM software. Advanced skills in Microsoft Office required.
- Preferred
 - Experience with accruing, stewarding, and managing 6 – 7 figure gifts.
 - Master's degree in arts administration, Non-Profit Management or a similar field.
 - A background and/or interest in symphonic music or the arts is desirable, but not necessary.
 - Experience in planning, fundraising for, and closing a capital campaign.

Compensation and Benefits

- Salary range **\$75,000+** commensurate with qualifications and experience.
- The CSA offers a competitive salary and provides excellent benefits to all full-time employees including:
 - Health insurance – three options to choose from (PPO Base, High Deductible (both 100% employer paid for employee only), or Buy-Up); all at low cost to the employee;
 - Dental, Vision, Voluntary Life/Accidental/Critical Illness, and Identity Theft Insurance;
 - Short-Term and Long-Term Disability Insurance, 100% Employer paid;
 - Health Savings Account and Flexible Spending Accounts, including Medical and Dependent Care, Employee Assistance Program, and Personal Loan Program;
 - Paid time off - vacation, sick leave, seven National holidays, and two floating holidays;
 - A 403(b) plan;
 - Discounted tickets to CSA concerts;
 - Work from home flexibility

How to Apply

Submit a cover letter and resume to jobs@coloradosymphony.org. Please put **Director of Individual Giving** in the subject line of your e-mail. No phone calls please.

Application Deadline: Friday, June 30th, 2023

- Applications and Interviews will be accepted and scheduled on a rolling basis until the position is filled.

The Colorado Symphony Association an Equal Opportunity Employer.