



Director of Philanthropy

Colorado Symphony Association (CSA)

Title: Director of Philanthropy
Department: Philanthropy
Reports To: Chief Philanthropy Officer
Classification: Full-time, Exempt

Position Summary

The Director of Philanthropy is a frontline major gifts officer responsible for growing the Colorado Symphony's individual and institutional giving programs. This role manages a portfolio of major and planned giving donors, with a focus on cultivating deep, long-term relationships that translate into significant contributed revenue. The Director partners closely with colleagues across the Philanthropy department to support the annual fund, events, and donor society strategies, serving as a collaborative resource and relationship bridge for high-capacity donors across all giving channels.

Essential Duties & Responsibilities

Fundraising & Donor Management

- Manage a portfolio of individual and institutional donors with the capacity to give 5–6 figure annual or multi-year gifts, while growing individual giving programs.
- Serve as a frontline relationship manager for donors across all giving levels, partnering with the Annual Fund Manager to identify and upgrade high-potential annual fund donors into the major gifts pipeline.
- Collaborate with the Events and Membership Manager to leverage donor society events and recognition opportunities as cultivation and stewardship touchpoints for portfolio donors.
- Partner with the Chief Philanthropy Officer on strategy for major, planned, and annual giving programs to sustain and grow all elements of contributed revenue.
- Develop and execute individualized cultivation plans for donors in the portfolio, communicating personally about areas of interest and making thoughtful, compelling cases for support.
- Cultivate new donors, retain existing donors, and conduct discovery calls to qualify major gift prospects in partnership with senior leadership.
- Conduct prospect research and continuously improve research practices to identify and prioritize high-capacity donors.
- Solicit and close major gifts through disciplined moves management and strategic relationship-building.

Planned Giving

- Build and manage a legacy giving program that supports and advances the organization's long-term mission.
- Identify and qualify donors with the potential to include the CSA in their estate plans, and develop strategies to steward those relationships over time.

Stewardship and Donor Relations

- Develop and implement strategies for timely, meaningful stewardship of mid-level and high-level donors.
- Cultivate relationships with corporate sponsors and private foundations to renew and grow institutional support for CSA programs.

- Collaborate with the Chief Philanthropy Officer on fundraising goals and provide input on major gifts budgets and projections.

Qualifications and Experience

Required

- Bachelor's degree and/or equivalent experience.
- 3–5 years of progressive experience in frontline fundraising roles, including experience soliciting, closing, and stewarding 5-figure gifts.
- Demonstrated natural ease and effectiveness working with high-level donors and sponsors; the credibility, maturity, and sound judgment necessary to inspire trust and respect from community leaders, donors, and colleagues.
- Ability to understand complex organizations and work effectively as part of a collaborative team.
- Exceptional communication, interpersonal, and negotiation skills; ability to develop clear and compelling written and verbal case statements, proposals, and reports.
- Strong analytical skills with expertise in designing and executing major gifts, planned giving, and annual fund campaigns.
- Advanced skills in Microsoft Office required.

Preferred

- Strong knowledge of Tessitura and/or fundraising CRM software.
- Experience soliciting, closing, and stewarding 6–7 figure gifts.
- Master's degree in arts administration, nonprofit management, or a similar field.
- A background and/or interest in symphonic music or the performing arts is desirable, but not required.

Compensation and Benefits

Salary range \$90,000–\$120,000 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/Accident/Critical Illness/Hospital Indemnity, and Identity Theft Insurance.
- Short-Term and Long-Term Disability Insurance, 100% employer paid.
- Paid Family and Medical Leave Insurance, 50% 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 five floating holidays.
- A 403(b)-retirement plan.
- Discounted tickets to CSA concerts.
- Work from home flexibility on Mondays & Wednesdays

How to Apply

Submit a cover letter and resume to jobs@coloradosymphony.org. Please include "Director of Philanthropy" in the subject line of your email. No phone calls, please.

The Colorado Symphony Association is an Equal Opportunity Employer.