



Major Gifts Officer Charlotte Symphony

Who We Are:

The Charlotte Symphony (CSO) has brought music to millions of concertgoers and generations of schoolchildren for more than eight decades, boasting a longer legacy than any orchestra in the region. As the largest professional performing arts organization in the central Carolinas, the CSO has grown into a premier musical institution that now delivers more than 70 concerts and directly touches more than 130,000 people each year.

Why You Should Work for Us:

Music comes to life here. With more than 62 full-time musicians and a staff of more than 30, the CSO is home to our region's most passionate advocates for live orchestral music. Beyond the concert hall, we endeavor to ignite a passion for music in people across our community through education programs, free concerts and partnership with organizations ranging from Community School of the Arts to UNC Charlotte.

Position Summary:

The Major Gifts Officer (MGO) is charged with developing and implementing strategies for securing financial support from a portfolio of donor prospects determined to have the ability to make gifts of \$10,000+ and will be responsible for delivering \$500,000 - \$750,000 in revenue annually.

The MGO will manage a portfolio of 100-150 individuals, including identifying, qualifying, cultivating, soliciting, and stewarding major gifts. The MGO works independently and also as a member of the Symphony's Development team, and coordinates his/her activities with those of other departments, as needed and

Department: Development

FLSA Grade: Exempt

Reports To: Vice President of Development

Salary: Commensurate with experience

Essential Functions:

- Manage prospect activity for his/her portfolio of 100-150 individuals
- Participate in all aspects of the gift cycle:
 - Research donor capacity and likelihood to give
 - Initiate contacts with potential leadership and major gift donors
 - Develop appropriate cultivation strategies, including involving volunteers as appropriate
 - Move potential donors efficiently through cultivation, toward solicitation and closure
 - Maintain stewardship contact with donors and make solicitations when appropriate
- Monitor all prospect contacts to ensure positive and purposeful prospect and donor relations
- Work collaboratively with and in support of volunteers and other members of the Development team and other Symphony employees as needed to cultivate and solicit donors
- Focus on securing support for a set of institution-wide priorities that include unrestricted annual support, special project support, endowed chairs, and endowment.
- Interacts with:
 - All development staff
 - High level donors and prospects
 - Staff and musicians of the CSO

Requirements:

- Five+ years successful experience in major gift fundraising, preferably in the arts
- Proven track record soliciting 5- and 6-figure gifts
- Bachelor's Degree
- Broad knowledge of the principles of fundraising
- Significant success in face-to-face fundraising
- Music / arts background and deep knowledge of the Charlotte community a plus
- Ability to understand the needs and interests of donors in order to develop relationships between them and the CSO
- Interest in and dedication to promoting the CSO through developing excellent relationships with staff, volunteers, and the development team
- Excellent oral, written and interpersonal skills
- Strong organizational, problem solving, research and analytical skills
- Passionate, energetic & committed to going out and getting gifts
- Self-starting, sophisticated, creative, and have strong attention to detail
- Flexibility to work evenings and weekends

To apply:

Email a thoughtful cover letter outlining your desire and qualifications for this position, along with resume, salary history and at least three professional references to MichelleH@charlottesymphony.org using the subject line "Major Gifts Officer"

Applications accepted by email only, no later than **July 9, 2016**.

No telephone calls / No agency resumes accepted. EOE M/F/V/D