



## Major Gifts Officer

The Albany Symphony seeks an experienced Major Gifts Officer to join its senior leadership team. For 97 years, the Albany Symphony has shared musical experiences that surprise, move, and stay with hundreds of thousands of adventurous listeners. The orchestra performs in the Capital Region's world-renowned concert halls and is deeply connected to its community. By creating, recording, and disseminating the music of our time, the Albany Symphony is establishing an enduring artistic legacy that is reshaping America's musical future.

The Albany Symphony is in an exciting moment of growth in education and festival programming, extraordinary artistic performances with its 70-member orchestra, and profound community commitment in the Capital Region and across New York State.

To meet its artistic and community ambitions, the Albany Symphony's fundraising program has grown, including to well over 1,000 individual donors, foundations, and corporations. On an annual budget of \$3.5 million, contributed revenue is \$1.7 million. The Albany Symphony's centennial celebration in 2030 provides an extraordinary opportunity to bolster the organization's financial sustainability through an endowment campaign, with many supporters poised to invest in the orchestra's long-term future. The Major Gifts Officer position presents an opportunity to harness incredible momentum and galvanize the orchestra's ambitious musical, educational, and civic impact.

The Major Gifts Officer will be responsible for the Albany Symphony's closest supporters, including Conductor's Circle members (donors at \$1,000+), Encore Society (planned giving), Corporate Sponsors, and Foundation partners. Working closely with the Executive Director, Music Director, Board of Directors, and staff colleagues, the Major Gifts Officer leads the strategy on high-impact, relationship-driven fundraising. Approximately 70% of time will be dedicated to external engagement, including donor meetings, cultivation, and solicitation, managing a portfolio of approximately 100 individual donors. The Annual Fund program (donors \$1-\$999) and development operations are the primary responsibilities of other employees. This is a full-time exempt position, reporting to the Executive Director and supervising two staff with direct fundraising responsibilities. The Albany Symphony is committed to a diverse and inclusive workplace and provides a fast-paced and collaborative environment.

**About the Albany Symphony:** Under Music Director David Alan Miller, the Albany Symphony is an orchestra dedicated to celebrating our living musical heritage and the music of our time. Through brilliant live performances, innovative educational programs, and engaging cultural events, the Albany Symphony is committed to serving a broad and diverse community. Based in the New York Capital Region, the Albany Symphony has won numerous national and local awards and recognition for its adventurous programming, recording projects (including two GRAMMY®

awards), composer residencies, and in-school programs. The Albany Symphony's current operating budget is \$3.5 million with more than half of revenue from philanthropic donations.

## **Responsibilities**

### Leadership

- Drive the planning and execution of activities to achieve revenue goals and strengthen community support
- Provide expertise to establish best-practice development policies and procedures
- Represent the Albany Symphony at selected community events to build relationships and support. Attend Albany Symphony events.
- Identify opportunities for growth and adjust strategies as needed to meet or exceed goals
- Collaboration with Executive Director, Music Director, and Board to align fundraising priorities with organizational strategy and planning

### Board Engagement and Fundraising Leadership

- Liaise with the Development Committee and event committees to activate board in all aspects of fundraising
- Work with Board members to identify prospects, support solicitations, and increase their participation
- Provide tools, talking points, and strategic guidance to support Board engagement in fundraising
- Foster a culture of philanthropy across Board leadership

### Major Gifts, Planned Giving, Donor Engagement

- Manage and actively engage a portfolio of approximately 100 individual donors and prospects, with a focus on cultivating and securing major gifts
- Develop and implement personalized cultivation, solicitation, and stewardship strategies, including activating key artistic personnel and volunteer fundraisers in gift conversations
- Conduct regular donor meetings, outreach, and follow-up to build and strengthen relationships, with an expectation of consistent monthly activity, including a regular cadence of solicitations and gift closures
- Identify opportunities for special project support, aligned with donor passions and regional and national funder priorities
- Develop prospect management strategies to fill the pipeline of potential donors
- Utilize CRM and wealth screening software to track progress in moves management
- Support the growth of the planned giving program and legacy giving conversations

### Corporate and Sponsor Relationships

- Create and implement sponsorship opportunities tied to programming, engagement, and community impact
- Coordinate organization's compliance with sponsorship recognition agreements

### Administrative Management

- Coordinate development communications, including cases for support, with focus on consistency in institutional messaging and donor-centric language
- Develop and manage department budget, collaborating with Executive Director on goals, projections, donor receivables, and expense accounting
- Oversee maintenance and deployment of donor database to ensure reliable and effective department operations

### Qualifications

- Bachelor's degree or equivalent experience; advanced degree or fundraising certification (CFRE) desirable
- Minimum 7 years experience in increasingly responsible fundraising and leadership roles
- Demonstrated success in securing major gifts and achieving revenue goals
- Experience managing a donor portfolio and executing cultivation, solicitation, and stewardship strategies
- Strong organizational and project management skills, with the ability to manage multiple priorities and deadlines
- Excellent written and verbal communications skills, including donor-facing and institutional messaging
- Comfort working with data and CRM systems to inform strategy
- Willing to engage donors and attend concerts, events, and meetings outside of standard business hours
- Commitment to ongoing professional development in fundraising and nonprofits
- Experience and skill in managing staff and volunteers
- Track record in achieving revenue goals
- Experience in the arts and culture sector preferred but not required

### Compensation & Benefits

Reporting to the Executive Director, this is a full-time, exempt position. Competitive full-time salary, \$80,000-\$110,000, commensurate with experience. Hybrid schedule is possible depending on location and experience. This position requires occasional evening and weekend work for rehearsals, concerts, and events. Paid time off (PTO) package including complimentary time policy, vacation, sick time, and twelve (12) paid holidays. Health and dental insurance, voluntary participation in 403(b) retirement program (three-year vesting schedule for organization contributions), complimentary concert tickets, CDTA transportation pass, access to professional development resources through various Capital Region chambers of commerce, League of American Orchestras, and Association of Fundraising Professionals.

### To Apply

Please send resume and cover letter to:  
Emily Fritz-Endres, Executive Director  
[emilyfe@albanysymphony.com](mailto:emilyfe@albanysymphony.com)