



Job Description

Job Title:	Director of Donor Engagement –Special Events
Department:	Donor Engagement
Reports To:	Sr. Dir of Development Services
Classification:	Full Time, Salary / Exempt
Supervises:	None
Location:	Sarasota, FL

General Overview:

As part of the Donor Engagement Team, the Director of Donor Engagement - Special Events plays a vital role in advancing the goals of the Donor Engagement Team. This Director leads event strategy planning to support the overall mission of the organization; directs and manages fundraising events, along with donor cultivation and stewardship activities to ensure development fundraising goals are met; interacts with donors and board members and participates in fundraising events to develop relationships with constituencies; and works with the Donor Engagement Team to establish objectives and achieve goals in a culture that cares deeply about stewardship and working as part of a team of development professionals.

Responsibilities:

- Work with Donor Engagement Team and Senior Management to develop an organization-wide event strategy that aligns with and supports the mission of Sarasota Orchestra.
- In coordination with the Sr. Director of Development Services, develop and maintain fundraising event and stewardship activity budgets to ensure departmental financial goals are met.
- Plan, execute and lead all aspects of the fundraising events and stewardship activities.
- Nurture cross-departmental collaboration and communication to ensure a smooth outcome for all fundraising events and stewardship activities. Coordinate event dates and needs with the Orchestra production schedule and other departments as appropriate.
- Collaborate with the Marketing Department to develop and design branded promotional materials for all fundraising events and stewardship activities. Work closely with the Marketing team to implement a cohesive marketing communications plan to include website updates, digital communications and social media plans for all events.



- Prepare event seating charts, detailed event timelines, meeting agendas, and talking points as needed.
- Collaborate with Donor Engagement and Stewardship Coordinator on tasks related to special events, including: RSVP lists, payment processing, donor acknowledgements, event requirements/materials and post event communications to determine patron satisfaction.
- Negotiate and coordinate all vendor contracts with catering and venue companies. In coordination with the Director of Donor Engagement – Individual and Corporate, manage key in-kind corporate event sponsor relationships.
- Organize, facilitate and communicate with fundraising event chairs, hosts and committees as needed to ensure success of each event.
- Oversee set-up and breakdown for all events and manage staffing/volunteer requirements and communication.
- Support the planning and execution of Music Center campaign-related events and activities.
- Provide special event reports and updates to Senior Management and Sarasota Orchestra Board Development Committee, as needed.
- Maintain keen awareness of overall development programs including annual fund, major gift support and planned/endowment giving.
- Participate in departmental meetings and provide regular reports on event progress.
- Perform other relevant duties and additional projects as assigned. Duties and responsibilities described herein are not a comprehensive list, and additional job tasks may be assigned from time to time as necessitated by the Donor Engagement department and business needs.

Qualifications:

- Bachelor's Degree
- 3+ years fundraising event planning experience with an understanding of how to work within a budget and maintain fundraising goals
- Proficiency with Microsoft Office (Word, Excel, PowerPoint and Publisher)
- Ability to work with members of a team
- Excellent interpersonal and listening skills
- Exceptional verbal and written communication skills
- Strong analytical skills
- Well-organized, detail oriented, and able to meet deadlines
- Experience with fundraising or CRM software such as Tessitura or Raiser's Edge a plus



- Availability for work outside of typical office hours, including evenings and weekends
- Interest in classical music desirable
- Must be able to lift 25 lbs

Physical Requirements:

While performing the duties of this job, the employee is regularly required to talk, hear, sit, stand, walk, bend, reach, and use hands to finger, handle or feel. Repetitive motion is required while using a computer. The worker is required to have close visual acuity to perform an activity such as preparing and analyzing data and figures and viewing a computer terminal. This position requires the ability to occasionally lift and/or move up to 25 pounds.

Working Conditions:

The job operates in a professional office environment and performing arts venues. The environment is generally moderate in temperature and noise level.

We are an Equal Opportunity Employer.

Updated: 04/2024