



## Sarasota Orchestra Job Description

<b>Job Title:</b>	Senior Director of Donor Engagement – Major Gifts
<b>Department:</b>	Donor Engagement
<b>Reports To:</b>	Vice President of Advancement and Strategic Initiatives
<b>Classification:</b>	Full-time; Salary / Exempt
<b>Supervises:</b>	None – N/A
<b>Location:</b>	Sarasota, FL

### General Overview:

Known for its unique, team-oriented fundraising culture, Sarasota Orchestra seeks to engage a Senior Director of Donor Engagement – Major Gifts to join an established and successful team of fundraising professionals. This position will focus on cultivation of major gifts, while helping to implement and execute successful Giving campaigns. This position will maintain a keen awareness of Sarasota Orchestra's overall development program which includes annual giving, foundation and corporate giving and revenue generated from special events. This position will also support the fundraising effort for a new Sarasota Music Center facility. Work and collaborate with fellow Donor Engagement Team members to establish objectives and set goals in a culture that cares deeply about stewardship and working as part of a team of development professionals.

### Responsibilities:

- Identify, cultivate, solicit and steward a portfolio of major individual donors as well as prospects to secure Major Gifts, Annual Fund support, and funding for Special Projects
- Interact with major donors, board members, and professional advisors, and participate in fundraising activities to develop relationships with constituencies
- Participate in the tracking and qualifying of new prospects, recording of gifts and development of stewardship and acknowledgement strategies
- Participate in donor cultivation and stewardship at concerts, special events, receptions and outside events
- Meet objectives and budget goals as a member of the Donor Engagement team
- As a member of the Music Center Campaign team, assist with prospect research, gift agreements, and documentation, as well as donor stewardship and cultivation strategies
- Collaborate with the Campaign team in all aspects of the major gifts program of the Capital Campaign and Annual Fund.
- Willingness to embrace other duties as assigned

### Qualifications:

- Bachelor's degree and seven-to-ten years of Development experience
- Ability to maintain a flexible work schedule, including some evenings and weekends
- Willingness to be hands on when needed and to assist with Development-related events to foster donor/prospect cultivation



- Ability to work with members of a team
- Excellent team player, with strong interpersonal skills
- Excellent organizational skills
- Excellent personal and written communication skills
- Knowledge in Microsoft office products, including Word and Excel, and development software preferably Tessitura
- Experience interfacing with donors, Board members and community leaders
- Excellent personal and written communication skills

### **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 20 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.