



**Position: Major Gift Officer**

**Department:** Development

**Classification:** Exempt

**Reports to:** Associate Vice President of Development

### **Position Summary**

The Major Gift Officer at The Phoenix Symphony reports directly to the Director of Major and Planned Giving and is an integral part of the organization's development staff. This position works with the entire development office to ensure a collaborative approach to engagement and gift strategies in the area of individual major gifts. In addition, this position helps plan and implement special fundraising campaigns as needed.

Primary responsibilities include:

- Maintains a personal portfolio of current and prospective major donors. Engage, cultivate and solicits gifts between \$1,500 - \$14,999 through a portfolio of approximately 200 donors
- Develop activity plans and implement overall strategies for the identification, cultivation, solicitation and stewardship of major giving donors. Contributes to moves management system used by the Development and major gifts team
- Responsible for the consistent and effective use of Tessitura, including updating database with accurate coding and detailed notes regarding current and prospective donors, with the goal of maintaining accurate and historic donor communications.
- Work closely with colleagues to identify major gift donors and increase participation in major giving levels
- Participates in the planning, preparation and execution of major giving cultivation and recognition events.
- Develop timelines and monitor progress towards quarterly and annual goals

### **Responsibilities**

- Cultivates major gift donor relationships through various communications and high level of personal contact making 100 - 125 donor visits/face-to-face solicitations per year. Follows-up to finalize all donations
- Manage and direct writing and submission of proposals and reports to sources of individual major gift funding
- In partnership with the Director of Major & Planned Giving, contributes to strategies to meet or exceed all budgeted income goals. Researches present and prospective donors to determine philanthropic capacity
- Works collaboratively with and in support of volunteers and other executive staff to cultivate and solicit donors
- Develops plans for securing major gift donations from new sources

- Focus on securing support for a set of organization-wide priorities that include education outreach, concert sponsorship [goal of securing sponsorship for all performances programmed each season], underwriting opportunities and the annual fund
- Participates in all aspects of the gift cycle:
  - Initiate contacts with potential leadership and major gift donors
  - Develop appropriate cultivation strategies for them
  - Move potential donors in an appropriate and timely fashion toward solicitation and closure
  - Make solicitations when appropriate
  - Maintain stewardship contacts with donors; adhere to the highest ethical standards; reflect optimistic and positive attitude, and convey sensitivity to needs of the donors
- Acts as staff liaison for the key organization volunteer groups (Physicians for The Phoenix Symphony & Young Professionals Board).
  - Maintains updated records on all volunteers.
  - Helps each group achieve annual financial goals.
  - Attends volunteer meetings. Reports to staff on volunteer activities.
- Assists in Season Concert Duty which will require working on week nights and weekends at concerts and development events during the 38 week season as part of our on-going donor stewardship efforts
- All other duties as assigned

#### **Qualifications/Skills**

- Bachelor's degree or equivalent required
- CFRE certification preferred
- Minimum of three (3) years of experience in the fundraising field
- Two (2) years of proven experience in soliciting major gifts
- Excellent organizational, administration, telephone and interpersonal communication skills
- Ability to collaborate as well as work independently
- Basic knowledge of financial accounting principals
- Ability to prioritize tasks, handle multiple assignments, and meet deadlines in fast-paced environment, while maintaining strict attention to detail
- Strong creative problem-solving skills
- Solid writing, editing and presentation ability
- Professional demeanor, flexible and able to respond to multiple demands
- Able and willing to take responsibility
- Demonstrated experience raising funds for a non-profit including cultivation and stewardship of major donors
- Proficiency with Microsoft Word, Excel, and PowerPoint required; experience with Tessitura database software a plus
- Flexible schedule—early morning, late evening, and weekend hours required

Please submit your resume, cover letter and salary requirements to:  
[tpscareers@phoenixsymphony.org](mailto:tpscareers@phoenixsymphony.org)

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One North First Street, Suite 200 Phoenix, AZ 85004 Phone: 602.495.1117