

JOB TITLE: Director of Individual Giving

**DEPARTMENT**: Development

**REPORTS TO**: Vice President of Development

## **POSITION SUMMARY:**

The Director of Individual Giving will work closely with the Vice President of Development in managing the individual and major gifts programs at the ISO. This position is responsible for developing and managing all activities related to the cultivation, solicitation, and stewardship of our individual and major gift donors. The Director of Individual Giving oversees the development and implementation strategies for securing financial support from a portfolio of new and renewing individual donors to secure philanthropic support for the ISO. They will also work closely with the Director of Annual Giving and Donor Communications on direct mail, prospect research, and portfolio development.

This position will help strengthen the approach and structure of our major and individual giving program and will be responsible for raising funds through a variety of methods, including personal solicitations, direct mail appeals, and online fundraising initiatives. This individual will oversee major gift event strategy, working with staff to execute event tasks. This individual will also supervise the Gift Officers who will have varying level of experience and portfolio responsibilities. It is anticipated the candidate will spend as much as 75% of their time in the field to build relationships and secure gifts.

## REPRESENTATIVE DUTIES AND RESPONSIBILITIES:

- Evaluate current strategies and stewardship practices while developing processes to enhance the ISO's annual fund and major gift program to increase individual contributions to the ISO.
- Develop and propose strategies for solicitation of major gifts, including: determining ongoing relationships with prospect/donor; recommending specific purpose and level of gift; identifying those to be involved in cultivation and subsequent solicitation; assuring that solicitations are carried out.

- Supervise, mentor, coach, and advise Gift/Major Gift Officers to ensure all donors
  are receiving appropriate support and attention that will further engage them with
  the ISO and therefore likely increase their philanthropic support.
- Lead the Gift/Major Gift Officers to ensure effective coordination of efforts within the entire Development Team.
- Work closely with the Director of Annual Giving and Donor Communications to oversee the Individual Gifts Team's work to ensure that priorities are clear and systems and processes are maximized to support donor identification and research, cultivation and solicitation, and stewardship as part of a comprehensive development effort, including the creation and implementation of a robust donor communications plan.
- Manage execution of major gift, cultivation, and stewardship events, such as Intermission receptions at concerts, and Kroger Symphony on the Prairie table hosting, including working with staff team to create a comprehensive and department-wide strategy.
- Create and execute a comprehensive plan for each donor/prospect in their own portfolio and that of their direct reports that ensures donor retention and advancement.
- Solicit and/or upgrade gifts, and maintain regular communication, through phone calls and personal visits with a large portfolio of assigned donors/prospects.
- Manage relationships with ISO Musicians for Fundraising/Stewardship activities as it applies to individual donor relations.
- Qualify new prospects for assignment to the portfolio, based on capacity and interest.
- Maintain records of all aspects of donors and prospects relationships with the ISO through the use of the ISO's development database, Tessitura.
- Participate in Development Team efforts, including solicitation strategy for key prospects and internal planning efforts.
- Work with the Vice President of Development in management of the Lynn Society and all planned giving activities.
- Communicate professionally and effectively with all stakeholders verbally and in writing.

# MINIMUM REQUIREMENTS:

- Passion for the arts and the mission of the ISO and a dedication to promoting the ISO's fundraising priorities.
- Bachelor's Degree required; Master's Degree in Nonprofit Management or Arts Administration preferred, or equivalent combination of training and experience.
- Minimum of four years' experience in nonprofit major gifts, or with proven major gift experience, capacity to learn and implement a complex major and individual giving program.
- Proven experience cultivating, soliciting, and stewarding donors resulting in significant gifts.
- Ability to understand the needs and interests of donors to develop relationships between them and the ISO.
- Experience managing employee performance and professional development.
- Superior interpersonal, oral, and written communication and presentation skills with the ability to represent the ISO's mission and interests to a diverse group of people.
- Experience with project management; ability to establish and monitor priorities, remain flexible, and meet deadlines.
- Ability to handle calmly and efficiently situations ranging from routine to highly complex.
- Demonstrated ability to multi-task and work successfully in a fast-paced environment with a high degree of attention to detail and minimum supervision.
- Interest in all aspects of the arts and a dedication to promoting the ISO's fundraising priorities through developing excellent working relationships with musicians, directors, other volunteers, the Development Team, and all ISO employees.
- Ability to initiate, analyze, monitor, evaluate and alter strategic development plans.
- Computer fluency in MS Office and standard office equipment required. Proficiency in Tessitura or other constituent relationship management/fundraising software strongly preferred.

## INTERPERSONAL CONTACTS:

**INTERNAL:** Contact with staff at all levels and musicians.

**EXTERNAL:** Contact with board members, volunteers, donors and

prospects.

#### CONTENT OF CONFIDENTIAL INFORMATION:

The Director of Individual Giving will have access to sensitive and confidential information relating to his/her colleagues as well as donor and ticket buyer information in Tessitura.

# **SPAN OF SUPERVISION:**

The Director of Individual Giving supervises the Assistant Directors of Individual Giving.

## **OUR MISSION**

To inspire, entertain, educate and challenge through innovative programs and symphonic music performed at the highest artistic level.

## **OUR VALUES**

At the Indianapolis Symphony Orchestra, we are one team committed to achieving our mission through:

- Outstanding performance on and off the stage.
- Extraordinary **service** to both internal and external customers.
- A compassionate workplace built on trust and mutual respect.
- A culture of **flexibility** and **openness to change**.

The Indianapolis Symphony Orchestra is proud to be an Equal Opportunity Employer. All qualified applicants will receive consideration without regard to race, color, religion, gender, national origin, age, disability, sexual orientation, veteran status or any other status protected by law.

Applications for this position should be sent to jobs@indianapolissymphony.org.