



INDIANAPOLIS SYMPHONY ORCHESTRA

JOB DESCRIPTION

JOB TITLE: Assistant Director of Individual Giving

DEPARTMENT: Development

REPORTS TO: Director of Individual Giving

POSITION SUMMARY:

Reporting to the Director of Individual Giving, the Assistant Director of Individual Giving will focus on annual giving (\$1000+) by identifying, cultivating, soliciting, and stewarding individual prospects and donors with the goal of upgrading annual fund gifts and identifying major gift prospects. It is anticipated the candidate will spend as much as 80% of their time in the field to build relationships and secure gifts.

In addition to working with their portfolio, this position will work closely with the Director of Individual Giving on a variety of projects as well as individual giving strategy. This position will be expected to assume leadership of projects and tasks throughout the year that align with the strategy and goals of the Development Team.

Candidates should have 3 – 5 + years of progressive development experience, and ideally a demonstrated commitment to the arts.

REPRESENTATIVE DUTIES AND RESPONSIBILITIES:

- Solicit and/or upgrade gifts through phone calls and personal visits with a large portfolio of assigned donors/prospects.
- Actively correspond with donors through direct contact via telephone, email, and written communications.
- Cultivates and stewards donors in portfolio by: responding to donor requests for logistics and details, drafting and coordinating multiple types of correspondence (solicitations, acknowledgments, notes, briefings, proposals, tax receipts, etc.), managing donor ticketing needs, and ensuring proper donor recognition across several mediums.
- Maintain records of all aspects of donors and prospects relationships with the ISO through the use of the ISO's development database, Tessitura, as well as updating and utilizing various accountability tools.

- Provide logistical support and management for special events and projects, including donor benefit events, special fundraising events, Symphony on the Prairie Entertaining, and Founders' Room receptions.
- Proactively develop and offer creative fundraising solutions, solicitation ideas and strategies, event ideas, and cultivation steps that will increase visibility and generate prospects to positively impact the overall annual fundraising goal.
- Actively participate in and contribute to Development team efforts including solicitation strategy for key prospects and internal planning efforts.
- Communicate professionally and effectively with all stakeholders verbally and in writing.
- Participate in regularly scheduled Donor Cultivation and Stewardship events, such as Intermission receptions at concerts.

MINIMUM REQUIREMENTS:

- Three or more years of development experience, preferably in the arts.
- Bachelor's Degree, ideally in arts administration, non-profit management, public affairs or equivalent combination of training and experience.
- Ability to understand the needs and interests of donors in order to develop relationships between them and the ISO.
- 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 and other volunteers, the development office team and all ISO employees.
- Ability to initiate, analyze, monitor, evaluate and alter strategic development plans.
- Ability to articulate the case for support so that individuals are passionate about the vision/mission/goals of the ISO and understand with sufficient effectiveness to secure gifts and pledges of \$1000 or more.
- Ability to adapt and conform to shifting and multi-priorities.
- Excellent oral, written, interpersonal, analytical and organizational skills required.
- Must be able to travel around the region. This position requires frequent attendance at events outside of normal business hours on a regular basis.

- Computer fluency in MS Office and standard office equipment required. Proficiency in Tessitura or other constituent relationship management/fundraising software a plus.

INTERPERSONAL CONTACTS:

- INTERNAL:** Contact with staff at all levels and musicians.
EXTERNAL: Contact with board members, volunteers, donors and prospects.

CONTENT OF CONFIDENTIAL INFORMATION:

This position 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 Assistant Directors of Individual Giving will report to the Director 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.**