

**Job Title: Director of Major Giving**

**Reports to: Senior Director of Annual Giving**

**Department: Development**

## **POSITION SUMMARY**

The Indianapolis Symphony Orchestra's (ISO) Director of Major Giving will play a critical role in advancing the ISO's mission by securing significant financial support from individuals. Reporting to the Senior Director of Annual Giving and working closely with the VP of Development, this position is a key contributor to the organization's major giving strategies. While managing their own portfolio of major gift prospects, the Director of Major Giving will work collaboratively with other members of the Development team to support the growth and sustainability of ISO's programs and initiatives through major gifts.

The Director of Major Giving will create strategies to increase donor engagement, using available information and prospect research. These strategies will deepen relationships between donors and the ISO, aligning donor interests with impactful projects. This role will also assist the VP of Development and the Senior Director of Annual Giving with planned giving marketing and strategy efforts, ensuring the longevity and growth of donor support.

## **REPRESENTATIVE DUTIES AND RESPONSIBILITIES**

### **Relationship Building and Portfolio Management**

- Manage a portfolio of approximately 75-100 major gift donors and prospects, cultivating and stewarding relationships through personal meetings, proposals, events, and other engagement strategies.
- Identify, cultivate, and solicit major gift prospects, with a focus on securing contributions of \$10,000+ from donors with major gift capacity.
- Regularly communicate with major donors, providing updates on the impact of their contributions, and ensure proper recognition and acknowledgment both publicly and privately.

### **Major Gift Development**

- Work closely with the VP of Development, Senior Director of Annual Giving, and other portfolio managers to develop and implement strategies to increase donor engagement and elevate philanthropic support for the ISO.
- Collaborate with other portfolio managers to ensure alignment and share insights on donor engagement strategies to strengthen the overall major giving program.
- Work cross-departmentally with programming, marketing, and finance teams to craft and implement fundable projects that align with donor interests, ensuring all proposals meet organizational priorities and funding needs.

- Support the creation of compelling cases for support, proposals, and tailored donor strategies in collaboration with leadership and other development staff.
- Assist in the execution of donor engagement plans, including cultivation, solicitation, and stewardship activities, working with leadership, board members, and volunteers to build long-term relationships with high-capacity donors.

### **Planned Giving**

- Assist the VP of Development and Senior Director of Annual Giving with planned giving communications, proposals, and stewardship of the Lynn Society (planned giving society).
- Coordinate with the Gift Processor and Development Database Manager, portfolio managers, and others to ensure accurate documentation and reporting, timely stewardship, and recognition of planned gift donors.

### **Donor Events**

- Participate in key donor cultivation and stewardship events, such as intermission receptions at concerts, to further deepen relationships with major donors.
- Attend the ISO's Opening Night Gala and other flagship donor events to engage with and recognize donors.

### **QUALIFICATIONS**

- Bachelor's degree in a related field (fundraising, nonprofit management, the arts, etc.), or equivalent experience.
- 4+ years of experience in major gift fundraising, preferably within a performing arts organization.
- Proven success in cultivating and securing major gifts of \$25,000 and above.
- Excellent interpersonal, communication, and relationship-building skills.
- Strong project management and organizational skills, with the ability to manage multiple priorities and deadlines.
- Must be willing to work some evenings and weekends. Must have reliable transportation.
- Knowledge of donor databases and CRM systems.
- Passion for the arts and commitment to the mission of the Indianapolis Symphony Orchestra.

### **PREFERRED QUALIFICATIONS**

- Experience with planned giving and/or capital campaigns.
- Familiarity with the Indianapolis philanthropic community.
- Ability to engage with high-net-worth individuals and inspire them to support the Orchestra.

### **PHYSICAL REQUIREMENTS**

This position requires the ability to sit for long periods to conduct daily business operations. Position also requires the hearing and visual acuity to converse with internal and external constituents in person, over the phone, and via electronic communication with or without reasonable accommodation. Position also requires bending, stooping, walking on uneven surfaces and occasionally lifting up to 35 pounds.

### **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 Major Giving will have access to sensitive and confidential information about his/her colleagues, donors, and ticket buyers in Tessitura. The employee will be charged with not only using sensitive information responsibly but also ensuring that all department staff members do the same.

### **SUPERVISION:**

The Senior Director of Annual Giving will regularly provide guidance and leadership to the Director of Major Giving.

### **OUR MISSION**

The Indianapolis Symphony Orchestra inspires and unites our community through our music.

### **OUR VALUES**

These are the fundamental beliefs and principles that guide the ISO's actions and decision-making. They are the foundation of our culture and identity, and help us stay true to our mission and vision.

- Inspiration: We strive to offer inspiring musical and educational experiences for everyone.
- Unity: We believe that collaboration makes us stronger.
- Integrity: We will build a culture where everyone is treated with trust and respect.
- Stewardship: We are committed to sustaining the ISO as a treasured community resource and are committed to its success.

*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](mailto:jobs@indianapolissymphony.org).**