

JOB DESCRIPTION

Job Title: Associate Director of Individual Giving

Reports to: Senior Director of Annual Giving

Department: Development

POSITION SUMMARY

Reporting to the Senior Director of Annual Giving, the Associate Director of Individual Giving will focus on annual giving 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 50% 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 other Associate Directors of Individual Giving on a variety of projects as well as individual giving strategies. This candidate will be tasked with managing a variety of projects, events, and activities to advance the relationships, reputation, and resources of the ISO by further engaging patrons in their areas of interest with the ISO.

REPRESENTATIVE DUTIES AND RESPONSIBILITIES

Relationship Building and Portfolio Management

- Manage a portfolio of approximately 100–125 donors and prospects, building and strengthening relationships through personalized meetings, proposals, events, and other engagement strategies.
- Solicit and upgrade gifts through various means of communication, primarily in-person visits with assigned donors and prospects.
- Cultivate and steward portfolio donors by responding to inquiries, drafting and coordinating a variety of correspondence (solicitations, acknowledgments, personal notes, briefings, proposals, tax receipts), managing donor ticketing needs, and ensuring accurate donor recognition across multiple platforms.
- Maintain detailed records of all donor and prospect interactions using Tessitura, the ISO's development database, as well as internal tracking tools for goals and tasks.
- Proactively contribute creative fundraising strategies, event ideas, and cultivation plans to increase donor engagement and generate new prospects in support of annual fundraising goals.
- Collaborate with the Development team on solicitation strategies for key prospects and participate in internal planning and goal-setting efforts.
- Communicate professionally and effectively with donors, colleagues, and other stakeholders, both verbally and in writing.

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.
- Provide logistical support for special events and projects, including donor benefit events, fundraising initiatives, Symphony on the Prairie entertaining, and Founders' Room receptions.

MINIMUM REQUIREMENTS

- Three or more years of development experience, preferably in the arts.
- Bachelor's degree in a related field (fundraising, nonprofit management, the arts, etc.), or equivalent experience.
- Strong interpersonal and communication skills, with the ability to understand donor interests and build meaningful relationships on behalf of the ISO.
- Excellent project management and organizational skills, with the ability to manage multiple priorities and deadlines.
- Willingness to work some evenings and weekends; reliable transportation required.
- Proficiency in donor databases and CRM systems (Tessitura strongly preferred), as well as fluency in Microsoft Office and standard office equipment.
- Passion for the arts and commitment to the mission of the Indianapolis Symphony 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 Associate Director of Individual 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.**