

HOUSTON SYMPHONY

Job Title: Major Gifts Officer
Department: Development
Reports to: Director of Board Relations and Major Gifts
Status: Full-time, Exempt
Salary Range: \$60,000.00 – \$70,000.00 annually

Please click the link below to apply:

<https://www.paycomonline.net/v4/ats/web.php/jobs/ViewJobDetails?job=283810&clientkey=5DF197CB483F38559B6F80A2C5C8B953>

Summary:

Reporting to the Director of Board Relations and Major Gifts, the Major Gifts Officer secures annual funding for the Houston Symphony by managing a portfolio of 100-150 donors and prospects to obtain continuing or new support and increase their giving and involvement year over year. The Major Gifts Officer is responsible for a portfolio of individual major donors and prospects with a focus on annual gifts of \$15,000 and above.

Essential Job Functions:

- Serve as a front-line fundraiser and manage a portfolio of individuals with the capacity to make annual gifts of \$15,000 and above.
- Craft a personalized, annual plan to cultivate, solicit, and steward each household in the portfolio and work with Director of Board Relations and Major Gifts to establish fundraising asks for each household in the managed portfolio working toward a goal of raising \$1 million annually.
- Participate in at least two face-to-face donor visits per week, as well as maintaining a high level of personal contact via phone, email, and mail.
- Develop, with the Director of Annual Giving & Membership, a strategy to identify, cultivate, and solicit donors from the Annual Giving Circles to become a major gift donor.
- Assist with management of special project fundraising including prospect identification, proposal generation, and solicitation.
- Establish meaningful relationships between the households in the portfolio and Symphony Trustees and Governing Directors, Symphony leadership, musicians, and fellow staff members. Work directly with volunteer leadership including community leaders.
- Attend concerts and private donor events on evenings and weekends with the goal of building relationships.
- Perform additional duties as required by the Houston Symphony Society.

Qualifications:

- Bachelor's degree and a preferred five years of experience in fundraising.
- Experience in an arts organization preferred. Passion for the performing arts is required.
- Computer literacy, including word processing, database, and spreadsheet proficiency. Tessitura experience preferred.
- Professional demeanor, detail oriented. Excellent verbal and written communication skills
- Ability to work successfully in a busy environment while managing multiple tasks.
- Ability to work evenings and weekends, including some holidays.