



Job Title: Director, Individual Giving
Department: Development
Supervises: Development Officers, Development Associate
Status: Full-time, Exempt

Summary:

The Director, Individual Giving develops and implements fundraising strategies in pursuit of a \$6MM Individual Giving goal. S/he is responsible for implementing donor cultivation and stewardship strategies that result in a high level of donor engagement and retention. The Director will utilize data analytics in their strategy and reporting of results. In addition, the Director, Individual Giving will manage a portfolio of individual major donors and prospects with a focus on gifts of \$15,000 and above.

Essential Job Functions:

- Provides leadership for Individual Giving team, as well as supporting strategic and operational initiatives within the department. This includes overseeing major gifts, Annual Fund, and other special initiatives (campaigns, touring, other special projects).
- Supervises a team of gift officers, managers and gift processing.
- Develops, implements and coordinates fundraising strategy specific to achieving annual goals through identification, cultivation, solicitation and stewardship of individual donors.
- Creates and implements strategic, targeted, multi-channel Annual Fund campaign strategy for deployment throughout the year.
- Works with development leadership to implement and then manage data analytics program.
- Manages telefunding strategy that works in tandem with Annual Fund campaign strategy.
- Work with Symphony Board and volunteers to engage new individual major gift prospects.
- Develops and monitors budgets for the effective, cost efficient administration of the Individual Giving team.
- Provides accurate and timely Tessitura reports for each oversight area and ensures IG team uses standardized reports for progress and tracking.
- Manages a portfolio of individuals with the capacity to make annual gifts of \$15,000 and above.
- Responsible for meaningful cultivation, solicitation and stewardship of donors including face-to-face visits, as well as email, telephone, and mail communications.
- With Development Researcher creates and implements program to move screened prospects through a major gift qualification/cultivation process ensuring an active prospect pipeline is moving through the process at an ambitious pace.
- Assist with management of special project fundraising including proposal generation and prospect identification.
- Attend concerts and private donor events on evenings and weekends with the goal of building relationships with donors and prospects in managed portfolio.
- Perform additional duties as required by the Houston Symphony Society.

Qualifications:

- Bachelor's degree and seven to ten years of experience in fundraising with focus on major gifts.
- Experience managing a team with successful outcomes.
- Experience in an arts organization preferred. Passion for the performing arts required.
- Computer literacy, including word processing, database and spreadsheet proficiency.
- Professional demeanor, detail oriented.
- Excellent verbal/written communication skills.
- Ability to work successfully in a busy environment while managing multiple tasks.
- Ability to work evenings and weekends, including some holidays.