



*Job Title:* Associate Director, New Philanthropy

*Department:* Development

*Reports to:* Director, Individual Giving

*Supervises:* Individual Giving Associate

*Interacts regularly with:* CEO; Senior Director, Development (SDD); Board and Volunteer Leadership, including the Committee on Governors; Development Leadership Team; San Francisco Symphony Leadership Team

*Status:* Full-time, Exempt

### **JOB SUMMARY**

The Associate Director, New Philanthropy (ADNP) contributes to the success of the San Francisco Symphony's fundraising efforts by establishing and managing the Advisory Council, a leadership pipeline initiative, and the Tech Collaborators, which engages tech's global leaders with the SF Symphony. As a key member of the Individual Giving team, the Associate Director is responsible for managing a portfolio that includes Advisory Council members and Tech Collaborators and additionally 40-50 Major Gift and Planned Giving prospects totaling \$2M - \$4M in annual contributions. The ADNP manages the Individual Giving Associate, an entry-level individual giving officer position, and is responsible for a total team goal of \$2.75M+ in revenue. The AD, New Philanthropy plays an integral role in meeting increasingly ambitious annual fundraising goals for the San Francisco Symphony, focused on driving new relationships and revenue to advance the mission.

The successful candidate is optimistic and must possess a can-do attitude. The ADNP will be an individual with a development background, who has had progressive and successful development experience including annual fund and major gifts. The ideal candidate has worked in the performing arts and is committed to success of the symphonic artform and is able to communicate thoughtfully and enthusiastically about the work of the San Francisco Symphony, its opportunities and its challenges.

### *Essential Job Functions:*

#### *New Philanthropy:*

- In collaboration with the SDD, directs and manages the Tech Collaborators and Advisory Council and related initiatives for the San Francisco Symphony including all events and meetings.
- Oversees San Francisco Symphony Youth Orchestra Alumni fundraising and SoundBox fundraising which includes Producers Passes and Individual Sponsors which are supported by the Individual Giving Associate, including all events and meetings. Ensures accurate SoundBox donor crediting in collaboration with the Stewardship Team.
- Identifies and cultivates members for the Tech Collaborators and engages them through events, round tables, dinners, and more to build a think-tank group of the world's leadership who are

known disrupters and innovators. Support follow up on big and bold ideas that come forward and cultivate relationships with members of the group.

- Identifies and nominates prospective members to the newly formed leadership development and pipeline group, the Advisory Council.
- Leads Prelude, a young professional \$2,500+ annual donor group, in collaboration with the DIG and engages the Individual Giving team and Development Team to identify and cultivate new members of Prelude, while stewarding existing members.
- Participates in Committee on Governors meetings and works with the Chair, Vice-Chair and other key members to identify and appoint new members to the Advisory Council and supports the institutional leadership pipeline efforts.
- Strategically connects New Philanthropy prospects with Special Projects in ways that result in contributions, including: projects for Esa-Pekka Salonen and the Collaborative Partners; artistic + technology collaborations for performances at Davies Symphony Hall and around the bay area; SFS Lab, a public/private umbrella for investing in new music projects; and additional ideas to come.

#### *Major and Planned Gifts:*

- Manages a Major Gift and Planned Giving portfolio of 40-50 prospects valued at \$2M - \$4M annually through all stages of identification, qualification, cultivation, solicitation, and stewardship. The AD will work with donors to craft personalized giving strategies, providing individual major gift proposals or planned gift illustrations as appropriate.
- Works with the DIG, to establish annual goals for gift revenues, as well as other performance and productivity measures.
- Collaborates with the Director, Planned Giving on identification, cultivation, solicitation, and stewardship for Planned Giving prospects in the portfolio.
- Works collaboratively and strategically with other Development staff and key volunteers, as appropriate, to coordinate strategic and purposeful cultivation and solicitation activities.
- Authors and/or edits funding proposals, consistent with Symphony protocols, to facilitate effective gift solicitations.
- Endeavors to be well informed of the Symphony's strategic priorities and gift opportunities in order to best align them with the interests of those donors and prospective donors who have the capacity and inclination to support them.
- Recognizes opportunities and anticipates needs, reviews requests for information and determines appropriateness of release, and keeps DIG & SDD informed of items requiring attention.
- Ensures that his/her prospect portfolio is routinely updated with regard to contact reports, moves management, and documentation of other key milestones in the donor's relationship with the Symphony.
- Manages the performance of the Individual Giving Associate, with particular emphasis on the productivity measures and solicitation activity of those individuals responsible for gift solicitations of their portfolio.
- Mentor the Individual Giving Associate to develop their professional growth and support their success at the San Francisco Symphony.

#### *Other duties:*

- Promotes the Symphony's fundraising priorities through developing excellent relationships with key volunteers and Symphony staff.
- Attends meetings of board and/or volunteer committees as requested.
- Regularly attends Symphony concerts, special events, and other programs to develop robust relationships with donors and prospective donors, volunteers, and patrons.

- Perform additional duties as required by the San Francisco Symphony.

### **QUALIFICATIONS**

- Bachelor's degree and five or more years of experience in fundraising, preferably in the performing arts. Relevant experience outside the nonprofit environment working with High Net Worth Individuals will be considered.
- Proven experience in major individual gift fundraising, preferably in performing arts organizations, and in cultivating and soliciting prospects capable of gifts at the \$15K+ level.
- Excellent communication skills, written and verbal.
- Proficient in Microsoft Office and donor database software. Tessitura preferred.
- Strong organizational skills.
- A passion for and interest in music is preferred.
- Ability to work well with all types of people, particularly board members, donors, volunteers, and a diverse group of staff.
- Ability to take initiative and manage multiple projects under deadline pressure in a fast-paced, dynamic environment.

### **APPLICATION INSTRUCTIONS**

To apply, please visit our website at [www.sfsymphony.org](http://www.sfsymphony.org). Under the About Us tab, go to the Careers and Auditions page and click on "View administrative job listings." Search for this job and click on "Apply for this Position" to submit your resume, cover letter, and application.

### **ORGANIZATIONAL PROFILE**

The San Francisco Symphony is widely considered to be among the most artistically adventurous and innovative arts institutions in the U.S. Under the artistic direction of Michael Tilson Thomas since 1995, the Orchestra is a leading presence among American orchestras at home and around the world, celebrated for its artistic excellence, creative performance concepts, active touring, award-winning recordings, and standard-setting education programs. In December 2018, the San Francisco Symphony announced Esa-Pekka Salonen as its Music Director Designate along with a group of eight Collaborative Partners from a variety of cultural realms who collectively form a new artistic leadership model. Salonen will begin his appointment as the SFS's 12th Music Director in September 2020, at which time Michael Tilson Thomas will become the Orchestra's first Music Director Laureate, following his remarkable 25-year tenure as Music Director.

The San Francisco Symphony presents more than 220 concerts and presentations annually for an audience of nearly 450,000 in its home of Davies Symphony Hall and through its active national and international touring. A cornerstone of the organization's mission, the San Francisco Symphony's education programs are the most extensive offered by any American orchestra today, providing free comprehensive music education to every first- through fifth-grade student in the San Francisco public schools, and serving more than 75,000 children, students, educators, and families annually. The SFS has won such recording awards as France's Grand Prix du Disque and Britain's Gramophone Award, as well as 15 Grammy Awards. In 2004, the SFS launched the multimedia Keeping Score on PBS-TV and the web. In 2014, the SFS inaugurated SoundBox, a new experimental performance venue and music series located backstage at Davies Symphony Hall. SFS radio broadcasts, the first in the nation to feature symphonic music when they began in 1926, today carry the Orchestra's concerts across the country.

Pursuant to the San Francisco Fair Chance Ordinance, the San Francisco Symphony will consider for employment qualified applicants with arrest and conviction records.

The San Francisco Symphony is an Equal Opportunity Employer.