

# Annual Giving Officer, Baton Circle

## Job Details

Job Location  
Main Location - San Francisco, CA  
Position Type  
Full Time  
Salary Range  
\$92,576.00 - \$98,999.00 Salary/year

## Description

### Annual Giving Officer, Baton Circle

Development Department

Individual Giving

Work Status:	Full Time	Payroll Type:	Exempt
Location of Job:	Davies Symphony Hall San Francisco, CA	Salary:	\$92,576-\$98,999
Schedule:	Hybrid	Regular Hours:	9 am-5 pm; intermittent evenings and weekends
Reports To:	Senior Giving Officer, Maestro's Circle	Supervisory:	No

## JOB SUMMARY

The Annual Giving Officer, Baton Circle (AGOBC) reports to the Senior Giving Officer, Maestro's Circle and is a member of the Individual Giving Team. The AGOBC is a frontline fundraiser responsible for managing a portfolio of 90-100 Major Gift and Planned Giving prospects that collectively contribute \$1.5M - \$3.5M annually to the Annual Fund, as well as contributions to Special Projects, Planned Giving, and a comprehensive campaign. The AGOBC is also responsible for the fundraising strategy for the Symphony's Baton Circle, a group of donors contributing \$2,500-\$14,999 and bringing in approximately \$3 million annually. The AGOBC serves on a team of three who oversee the fundraising strategy for the Symphony's three giving levels: Friends, Baton Circle, and Maestro's Circle.

## RESPONSIBILITIES

- Manage a Major Gift and Planned Giving portfolio of 90-100 households through identification, qualification, cultivation, solicitation, and stewardship totaling \$1.5M - \$3.5M annually.
- Ensure prospect portfolio is routinely updated with contact reports, moves management, and documentation of milestones in the donor's relationship with the Symphony.
- Plan, implement, and evaluate annual strategy for the Baton Circle, including renewal, new acquisition, upgrades, and additional gift requests, as well as strategic benefits and fulfillment.
- Create and maintain excellent donor relations. Collaborate with the stewardship and development operations staff on all membership events and benefits, campaign premiums, stewardship activities, and other membership communications.
- With the Deputy Director, Development and Individual Giving and the Senior Giving Officer, Maestro's Circle, govern Baton Circle current and future expenses and revenue and regularly communicate progress toward goal, current strategies, and ROI.
- With the Senior Giving Officer, Maestro's Circle and the Annual Giving Officer, Baton Circle, develop a comprehensive, integrated strategy for the movement of donors between the three giving levels to meet income goals and grow the overall donor base.
- Work collaboratively with other Development staff (primarily Prospect Management and Research, New Philanthropy, and Legacy Giving) to identify new prospects and coordinate strategic cultivation and solicitation steps and activities.
- Author and/or edit funding proposals, consistent with Symphony protocols, to facilitate effective gift solicitations.
- Maintain a broad knowledge of tax laws that impact charitable giving, personal assets and estates.
- Conduct job functions and activities in alignment with the principles of the SFS's Diversity, Equity, and Inclusion (DEI) work, and support the organization's DEI work through participation in working groups and other initiatives as possible.
- Perform additional duties as required by the SFS.

## Qualifications

### QUALIFICATIONS

- 5-7 years of annual fund and major gift fundraising, with a track record of success preferably in the performing arts. Relevant experience outside the nonprofit environment working with high net worth individuals will be considered.
- Proven success in managing a portfolio and cultivating, stewarding, and soliciting prospects at the \$15K+ level.
- Excellent communication skills, both written and verbal.
- Ability to professionally and diplomatically communicate and interact with a wide variety of internal and external stakeholders.
- Strong organizational skills, with ability to work independently and manage highly detailed tasks.
- Ability to handle multiple tasks and priorities, and meet deadlines in a high-volume, fast-paced environment.
- Committed to success of the symphonic artform and able to communicate thoughtfully and enthusiastically about the work of the San Francisco Symphony.
- Familiarity with and/or passion for orchestral music a plus.
- Proficient in Microsoft Office and donor database software. Tessitura preferred.
- Willing to attend concerts and events, regularly on nights and weekends.
- Able to travel around the Bay Area and northern California as needed.

### SUPERVISORY RESPONSIBILITIES

None

### WORKING RELATIONSHIPS

The internal and external constituents with whom this position most frequently interacts include:

- Individual Giving team, broader Development team
- Education and Orchestra Personnel departments
- Donors and prospects

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