



DIRECTOR OF MAJOR GIFTS - EDUCATION & COMMUNITY ENGAGEMENT

Position Summary

The Director of Major Gifts for Education & Community Engagement is an important member of the Development team, working in close alignment with the Symphony's Education & Community engagement team. The position reports to the Senior Director of Individual Giving & Major Gifts, and secondarily to the Vice President of Education and Community Engagement. This person is responsible for annual fundraising strategies to increase membership in the Governing Members giving level (\$2,500) and above. This exciting new position will not only support the Annual Fund, but it will also expand fundraising and awareness for the Symphony's Education and Community Engagement work and expand donor engagement in diverse communities.

Key Duties & Responsibilities

- Assist in achieving fundraising goals for Governing Members (donors of \$2,500+) and the Annual Fund.
- Increase donor awareness and fundraising for the Pacific Symphony's Education and Community Engagement programs, including the Pacific Symphony Youth Ensembles.
- Manage a portfolio of donors, including renewal, upgrade and acquisition of donations.
- Meet with the Education and Community Engagement team leaders to craft fundraising strategies and identify funding priorities.
- Attend Education and Community Engagement events, in order to have a thorough understanding of each program's key components and objectives.
- Attend PSYE Board meetings and concerts.
- Create systems to ensure regular and targeted donor visits to Education and Community Engagement programs.
- Responsible for weekly donor meetings and solicitations.
- Recruit members for the Board of Counselors (\$5,000+) and assist with the identification of members for the Board of Directors, with a focus on board diversity.
- Participate in the Symphony Unbound Endowment Campaign, securing gifts for this campaign.
- Secure multi-year donor pledges.
- Assist with the recruitment of new Box Circle Club members, our VIP membership seating program.
- Assist with concert sponsorships and stewardship fulfillment.
- Secure Legacy Society commitments from donors in assigned portfolio.
- Be a liaison for select Pacific Symphony support groups, including those that specifically support Education and Community Engagement programs as well as the Pacific Symphony Youth Ensembles.

Skills and Requirements

- Bachelor's degree preferred.
- Must have a minimum of five years of professional experience in Individual Giving for a non-profit organization. Experience with a performing arts and/or educational organization preferred.
- Background in, and/or passion for, Education and Community Engagement work preferred.
- Must have a demonstrated track record of successful major gift solicitation with gifts of \$5,000 to \$100,000.
- Demonstrate initiative, a collaborative team spirit and the ability to handle multiple projects of varying nature simultaneously.
- Goal oriented and highly self-motivated.
- Personable, positive and diplomatic individual with integrity and a sense of humor, who works effectively with donors, volunteers, staff and vendors of many different backgrounds.
- Respect confidentiality of donors and in the work environment generally.
- Reliable and consistent in meeting deadlines.
- Excellent and persuasive written and oral communications skills.
- Computer literacy and proficiency with database systems like Tessitura or equivalent.
- Skilled with Microsoft Office, especially Word and Excel.
- Willingness to work evenings and weekends throughout the year, including concert attendance, education and community engagement events, and special events.
- A passion for engaging with program participants as well as donors from diverse communities, with a dedication to creating an environment where individuals from diverse backgrounds can meaningfully connect with the Symphony.
- An interest in symphonic music, music education, and community engagement
- A desire to be a part of a team that ensures that high quality musical experiences are available and accessible to new audiences

Employment Type Full-time, salary exempt. Benefits Package.

Application Procedure Send **cover letter and resume** by April 3, 2020

Nikki Palley, Senior Director of Individual Giving & Major Gifts npalley@pacificsymphony.org

or US Mail

Pacific Symphony – Nikki Palley
17620 Fitch, Suite 100
Irvine, CA 92614

No Phone Calls Please

Note: *Nothing in this job description restricts management's right to assign or reassign duties and responsibilities to this job at any time.*

ORGANIZATION OVERVIEW

Founded in 1978, Pacific Symphony inspires, engages, and serves Orange County through exceptional concerts, education and community programs.

Pacific Symphony is a highly dynamic and innovative organization, led artistically by Music Director Carl St. Clair for 30 years and operationally by President John Forsythe for 21 years. It presents more than 100 concerts annually, has been the resident orchestra of the [Renée and Henry Segerstrom Concert Hall](#) for over a decade, and serves 250,000 community members each year. The Symphony is nationally and internationally recognized for performance excellence, strong community engagement through education and other programming, and for commissioned new works by contemporary composers. In April 2018, Pacific Symphony made its debut at Carnegie Hall as one of two orchestras invited to perform during a yearlong celebration of composer Philip Glass' 80th birthday, and the following month the orchestra toured China.

The orchestra made its national PBS debut in June 2018 on *Great Performances* with Peter Boyer's "Ellis Island: The Dream of America." Pacific Symphony twice received prestigious ASCAP Awards for Adventurous Programming and was showcased in the League of American Orchestras' nationally released publication entitled *Fearless Journeys*.

Pacific Symphony offers was one of the most comprehensive array of education and community engagement programs of any American orchestra. Its flagship Class Act elementary school enrichment program has been honored by the National Endowment for the Arts and the League of American Orchestras for its exemplary orchestra education.

The Symphony is located in Orange County, California's second most populous county boasting a rich arts tradition strongly supported by an engaged public. The region is a tourism magnet, home of Disneyland, and a major financial and business hub.

MISSION, VISION, & VALUES

Mission

Pacific Symphony inspires, engages and serves Orange County and the region through exceptional music performances, and education and community programming.

Vision

Pacific Symphony leads a renaissance in the appreciation, accessibility and impact of classical music in Orange County and the region, through creativity, responsiveness and innovation.

Values

Excellence: Pacific Symphony strives for the highest quality in performance, community service and organization.

Passion: Pacific Symphony brings determination, great energy and vitality to its work and projects a sense of pride.

Education: Pacific Symphony seeks to ensure greater understanding and appreciation of music by all ages.

Engagement: Pacific Symphony listens to and believes in involving the community, its artists, and volunteers in shaping the future of music and ensuring its impact on the broader community.

Innovation: Pacific Symphony embraces and anticipates change, experiments with new practices, and shapes the future of classical music.

Financial Responsibility: Pacific Symphony generates and stewards programs and resources which meets the needs of present and future generations.

COMMUNITY

Pacific Symphony is located in Orange County, California's second most populous county boasting a rich arts tradition strongly supported by an engaged public. Orange County envelops the visitor in the ultimate Southern California lifestyle...casual sophistication, pristine beaches, legendary theme parks, and endless options for fun in the sun or cultural exploration. Orange County is known for its ideal year-round climate with an average daily temperature of 70 degrees.

Just minutes from Orange County's 42 miles of beaches, there are magical adventures and adrenaline pumping rides at the original Disneyland Resort, and the always-thrilling Knott's Berry Farm. Orange County's parks offer sprawling wilderness and nature parks, perfect for recreation of the sun-soaked variety, with miles of trails and coastal preserves to explore.

The level of arts and entertainment found Orange County is equally unmatched. For sports fans, Anaheim offers professional baseball, hockey, and indoor soccer, with something for everyone all year round. Costa Mesa is home Pacific Symphony's home, the Segerstrom Center for the Arts, featuring four theaters and world class offerings. Laguna Beach houses an abundance of thriving art galleries and Orange County's most famous summer and winter art festivals.

Orange County's strong university system – including the University of California, Irvine, Cal State Fullerton, and Chapman University – has helped contribute to the fact that 39% of its residents over the age of 25 have a bachelor's degree or higher, ranking it as one of the top five regions in the nation for college educated residents and number one in California. In addition, Orange County's economic strength is reflected in its low unemployment rate, which consistently runs lower than that of the statewide average.

www.PacificSymphony.org