



SEATTLE SYMPHONY

GERARD SCHWARZ, MUSIC DIRECTOR

Director of Individual Partnerships

Reports to: Vice President of Development

Position Summary:

Working closely with the Vice President of Development and the Individual Donor Portfolio Team, the Director of Individual Partnerships is responsible for all fundraising and activities supporting Seattle Symphony's individual giving campaigns.

Responsibilities:

- Responsible for the strategy, implementation, and management of a portfolio of individual donors to achieve a goal of \$1 million plus, annually.
- Identify, qualify, cultivate, solicit and steward, a portfolio of approximately 100 donors to secure Annual Fund, Planned Giving, Leadership, and Special Project gifts. Secure new donors and increase contributions from renewing donors to assist in achieving the overall campaign objectives of the organization.
- Work closely with the Individual Gifts Committee of the Board to enable effective personal solicitation of prospects by committee members. This may include initiating committee recruitment, training, support and guidance.
- Participate in donor cultivation and stewardship at concerts, receptions and any other events created to further the development effort.
- Work closely with Director of Development Team Support and Individual Gifts Committee to identify new or upgraded donor prospects.
- Plan prospecting events with appropriate Board committees.
- Work closely with the Individual Partnerships Team to develop and implement donor benefit events.
- Participate in development and production of major gifts collateral materials.
- Manage and track fundraising contributions and budget related to portfolio donors.

Qualifications:

- Bachelor's Degree
- Minimum 5+ years individual/major gifts fundraising
- Proven ability to work with Board members and representatives in the funding community
- Excellent interpersonal and team player skills.
- Exemplify ethical standards of professional fundraising
- Strong communication and writing skills
- Familiarity with planned giving
- Knowledge of Tessitura or other development databases a plus
- Strong analytical skills; well-organized, detail oriented, and able to meet deadlines
- Availability for work outside of typical officer hours, including evenings and weekends

Position is: Exempt or Non-exempt (salaried or hourly)
 Full time Part time Regular Temporary

Date: April 26, 2010