



## Sarasota Orchestra Job Description

**Job Title:** Director of Campaign Engagement

**Department:** Donor Engagement

**Reports To:** Senior Director of Development Services

**Classification:** Full-time; Salary / Exempt

**Supervises:** N/A

**Location:** Sarasota, FL

### General Overview:

Sarasota Orchestra has long been a cultural beacon in the community. As the [oldest continuing orchestra in Florida](#), we have set a regional standard for diverse performances that inspire people of all ages to experience live music. We have been the foundation for music education across generations, highlighted through both an acclaimed Youth Orchestra program that has nurtured young talent for over 65 years, and an annual music festival for emerging musical artists from around the world. This dedication to exquisite performance and first-class musical education underscores our mission to inspire and engage the community through the transformative power of music.

Known for its unique, team-oriented fundraising culture, Sarasota Orchestra seeks to engage a **Director of Campaign Engagement** to join an established and successful team of fundraising professionals. Working closely in collaboration with and reporting to the Vice President of Advancement and Strategic Initiatives, this role will serve as the central coordinator of executing campaign engagement activity with the community. As the Orchestra prepares for a transformational multi-year capital campaign to build a [new Music Center](#) and strengthen the endowment, this role will manage the execution of campaign events for volunteers, prospects, and senior leadership to support this historic fundraising effort. The Director of Campaign Engagement will also play an important role as a liaison with other departments that will be vital to the success of the campaign effort.

The role provides strategic support and event planning to activate the campaign with key constituencies and the broader Sarasota community, strengthening the Orchestra's culture of philanthropy. To empower the Orchestra with a broad base of philanthropic support, the incumbent will enhance the donor engagement program across all giving levels to focus on campaign participation. This candidate will support the management of campaign engagement events in partnership with the communications and building project teams, including Groundbreaking, hard hat tours, and opening celebrations. Working closely with the donor engagement team, the incumbent will be responsible for

stewarding leadership campaign gifts, including managing a Founding Donors society. The candidate will effectively cultivate, manage, and leverage campaign volunteer leadership, including Campaign Co-Chairs, a Campaign Committee, and essential campaign ambassadors within the community.

### **Responsibilities:**

- Work closely with the Sarasota Orchestra's Campaign Team to support stewardship of the Campaign Co-Chairs and Committee, while activating campaign participation within the Development Committee, Board of Directors, and community leaders. **(25%)**
- Enhance the donor engagement program with a focus on campaign activation, including donor benefits and recognition, the planning and execution of high-quality and effective campaign events, and stewardship opportunities across all giving levels. **(25%)**
- Oversee campaign donor naming opportunities and the creation of recognition plaques and other stewardship and communications pieces. **(20%)**
- Responsible for oversight and execution of all reporting for campaign commitments made in individual donor gift and pledge agreements and addendums. **(15%)**
- Manage and track all campaign-related stewardship and gifts for stakeholders from the CEO and Campaign Committee. **(15%)**
- Willingness to embrace other duties as assigned. Duties and responsibilities described herein are not a comprehensive list, and additional job tasks may be assigned from time to time as necessitated by the Donor Engagement department and business needs.

### **Necessary Knowledge & Skills:**

- Bachelor's degree
- 5 years of nonprofit development experience
- Experience supporting campaigns of \$100M+
- Excellent attention to details and comfort in multi-tasking multiple deadlines as demonstrated through complex project management experience.
- Ability to maintain a flexible work schedule, including some evenings and weekends.
- Willingness to be hands on when needed, managing and executing campaign events that engage donors, prospects, and volunteer leaders.
- Strong communications skills, both oral and written.
- Experience interfacing with donors, Board members, philanthropists, and community foundations.
- Proficiency with Microsoft Office and fundraising CRM (preferably Tessitura).

- Ability to exercise a high degree of initiative, judgment, discretion, and decision-making to achieve organizational objectives and provide best-in-class engagement of donors, volunteers, and staff.
- Excellent team player, with strong interpersonal skills.

**Desired Qualifications:**

- Commitment to the mission of Sarasota Orchestra – must adhere to the highest ethical standards, demonstrate an empathetic disposition and perseverance, and convey sensitivity to the needs of donors, volunteers, and staff.
- Presents a high degree of sophistication, self-confidence and self-motivation – ability to keep calm under pressure.
- Experience managing cross-team collaboration of ambitious campaign effort.
- Ability to work independently and collaboratively in a goal-oriented team environment.

**Physical Requirements:**

While performing the duties of this job, the employee is regularly required to talk, hear, sit, stand, walk, bend, reach, and use hands to finger, handle or feel. Repetitive motion is required while using a computer. The worker is required to have close visual acuity to perform an activity such as preparing and analyzing data and figures and viewing a computer terminal. This position requires the ability to occasionally lift and/or move up to 20 pounds.

**Working Conditions:**

The job operates in a professional office environment and performing arts venues. The environment is generally moderate in temperature and noise level.

We are an Equal Opportunity Employer.

If you are interested in this opportunity with Sarasota Orchestra, please e-mail a cover letter and resume to [HR@sarasotaorchestra.org](mailto:HR@sarasotaorchestra.org) or call 941-487-2704 with any questions you may have. Thank you!