



## BOZEMAN SYMPHONY

Norman Huynh, Music Director

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### Gift Officer – Job Description

The Bozeman Symphony is seeking a Gift Officer to work closely with staff, board, and artistic leadership in a collaborative effort to meet annual contributed revenue goals at this exciting time of growth. With a mission to engage, unite, and uplift the human experience through music, the Bozeman Symphony Orchestra & Symphonic Choir serve south-central Montana through inspiring symphonic and choral performances, across our Classical Series, Bozeman Symphony Presents, and Spotlight Series. Beyond the concert hall, we also provide meaningful educational experiences and community engagement for all ages. Today, the Bozeman Symphony stands at a transformational moment. Guided by Music Director Norman Huynh and energized by growing audience demand and strong community support, the organization is advancing a bold vision rooted in artistic excellence, operational strength, and meaningful public impact. We are committed to inspiring the next generation, deepening connections across our region, and helping shape a distinctive Montana Sound for years to come.

**Position Overview:** As the Symphony enters the third year of our five-year strategic growth plan, this critical position helps continue to strengthen the organization's financial capacity, allowing the Symphony to invest in exceptional talent, create remarkable performances, expand community engagement and education initiatives, and build a stronger and more sustainable organization.

The Gift Officer is a vital member of the development team who will lead efforts to grow our Encore Society membership, with emphasis on Giving Circle, Mid-level, and Corporate support. The Gift Officer will engage and is responsible for the engagement of current donors, prospects, and members of the business community to help develop support at the \$2,500 - \$50,000 level through individual and corporate giving. Through moves management, the Gift Officer partners with the Director of Development to advance prospects through the donor cultivation cycle from identification and qualification into full-time portfolios to deepen donors' engagement and investment in the Symphony. This position works with the development team to plan and execute supporting events for cultivation and retention, as well as provide the administrative support needed for the management of fundraising in Patron Manager, donor recognition, and assistance in the development team's annual fund campaign efforts.

This position is a member of the BSO Development team, supervised by the Director of Development, and works closely with all administrative staff, board, and artistic leadership of the Bozeman Symphony.

## **Key Responsibilities -**

### **Fundraising Strategy and Leadership:**

- Collaborate with the Development Department and Development Committee to plan and execute a comprehensive fundraising campaign to produce approximately \$2.1 million in annual operating support, aiming to raise additional significant funds for long-term organizational growth.
- Lead the Symphony's Mid-level and Giving Circle gift programs using moves management techniques and fundraising strategies.
- Lead Corporate fundraising by building partnerships with businesses, managing corporate sponsorship benefits, and bringing awareness to the community about the Bozeman Symphony's mission.
- Participate in Development Committee meetings, preparing necessary reports, engaging committee members, and working with the team on creating and executing the annual fundraising plan.

### **Donor Engagement, Cultivation, and Solicitation**

- Build and steward relationships with current donors, prospective donors, Board of Directors, musicians, businesses, and community partners.
- Annually manage and secure gifts from a portfolio of 125-140 current and prospective donors. Develop and implement strategies to solicit Giving Circle and Mid-level donors, non-donor subscribers, and community members through in-person visits, email, phone, and direct mail contact.
- Identify prospects and potential funding sources from private, family, community, and corporate foundations, as well as from businesses and government agencies. Research potential new individual and corporate funders for the organization.
- In collaboration with the Development Associate, relevant committees, and consultants where needed, plan and execute annual fundraising and cultivation events: including donor lounges, post-concert events, salons, galas, and community events. Identify and invite potential guests, coordinate arrangements, and follow up with supporters to continue engagement opportunities.
- Arrange donor meetings for Symphony leaders; support the Board, Executive Director, and Music Director's engagement with prioritized donors. Prepare detailed donor briefings, profiles, and customized talking points for leadership and campaign volunteers where needed.
- Collaborate with the Development Associate and Marketing Department to execute the annual fund campaign, the annual impact report, and other Development initiatives.
- Attend other civic and cultural events in the community; represent the Bozeman Symphony as requested.

**Data Management and Administrative Responsibilities:**

- Management of fundraising records and activity in Leap Patron Management through data entry, gift processing, reporting, recognition, and collection of accounts receivable.
- Uphold and respect the confidentiality of donor and patron information obtained with all transactions.
- Routinely update portfolio with contact reports, moves management, and documentation of other key milestones in the donor's relationship with the Symphony. Track and maintain up-to-date prospect and donor activity in Leap Patron Management.
- Collaborate with the development team in building the successful systems, processes, and institutional readiness that underpin future transformative fundraising initiatives.
- Assist the Director of Development and the Development Associate in related work as assigned.

**The Successful Candidate:**

The ideal candidate is affable, proactive, and committed to advancing the Symphony's mission through effective donor engagement and fundraising operations.

**Qualifications:**

- A college degree or equivalent experience with at least 1-3 years of fundraising, preferably in the arts.
- High standards of integrity, credibility, and reliability; ability to maintain a high level of poise and professionalism in all circumstances.
- Demonstrated ability to initiate and build professional relationships with prospective donors and interact via telephone, online, and in-person; must be an effective networker.
- Excellent communication, interpersonal, and organizational skills; ability to speak and write persuasively about the Bozeman Symphony and its value to the community.
- Ability to work independently and as part of a team, and to interact effectively with a wide variety of people
- Strong computer skills with proficiency in MS Office (Excel, Word, Outlook).
- Expertise in Leap Patron Management (Salesforce), WealthEngine, and other fundraising software.
- Availability to work evenings, concert weekends, and special events.
- Ability to meet the physical demands of the position, including but not limited to, standing, walking, and lifting up to 40 pounds.

**Preferred qualifications:**

- Proven track record of successful fundraising, including securing a range of gifts, planning campaigns, implementing strategy, and meeting budgetary goals.
- Knowledge of state and federal laws and regulations related to fundraising, planned giving, the grant-making process, best development practices, and fundraising trends at the local and national level.

- Knowledge of the fundraising landscape of south-west Montana and trends with other area nonprofits.
- Passion for the performing arts and knowledge of classical music, especially orchestral music.
- Experience playing an instrument or singing in an ensemble.
- Advanced degree and/or professional fundraising certification

**Compensation:** \$50,000-\$55,000/year DOE

**Job Type:** 40+ hours a week, Full-time, salaried exempt

**Reports to:** Director of Development

**Hours:** Typical hours include office time between 9:00 a.m.-5:00 p.m. Monday-Friday, PLUS additional hours as needed and availability to oversee set up for events and concerts that may take place in the evenings and on weekends.

**Benefits:** Paid vacation; paid holidays; paid sick days; medical, dental, and vision insurance; simple IRA after 1 year; complimentary tickets to performances and events (when available); flexible schedule (when available).

**To Apply:** Please submit your cover letter, resume, and two professional references to [kate@bozemansymphony.org](mailto:kate@bozemansymphony.org). The position is open until filled, prioritizing materials submitted by May 6th, 2026. Submissions without the requested materials will not be reviewed.

*The Bozeman Symphony is an Equal Opportunity Employer.*