



Sarasota Orchestra Job Description

Job Title: Director of Donor Engagement – Individual Giving
Department: Donor Engagement
Reports to: SVP of Advancement & Strategic Initiatives
Classification: Full Time; Salary / Exempt
Supervises: N/A
Location: Sarasota, FL

General Overview: As part of the Donor Engagement Team, the Director will help set strategies to engage and solicit individual gifts to the Annual Fund. Participate in fundraising events to develop relationships with constituencies, and manage a portfolio of individual and corporate donors. Work with the Donor Engagement Team to establish objectives and set goals in a culture that cares deeply about stewardship and working as part of a team of development professionals. With Donor Engagement team, help execute the Annual Fund strategy. The Director shall support a respectful and positive working relationship with all employees, patrons and customers, promoting an inclusive, respectful culture and Sarasota Orchestra values.

Responsibilities:

- Research and develop strategies for identifying new individual giving opportunities to benefit the organization
- Identify, cultivate, solicit and steward a portfolio of individual donors to secure Annual Fund and Special Event gifts
- In collaboration with the Major Gifts and Campaign team assist with identification and qualification through the Moves Management process.
- Secure new individual donors and increase contributions from renewing donors to assist in achieving the overall objectives of the organization
- Use and maintain donor database by recording donor notes and updating personal portfolio of donors
- With Sr. Dir of Development Services and Annual Fund Manager, assist with stewardship strategies for new and returning donors through thank you calls, surprise and delight and other techniques
- With Sr. Dir of Development Services, solicit and steward Orchestra Concierge portfolio donors
- Meet objectives and budget goals for Individual Giving
- Maintain keen awareness of overall development program, including annual giving, planned and endowment giving and special events
- Participate in donor cultivation and stewardship at concerts, special events, receptions and outside events

- Collaborate with all departments to ensure proper donor/sponsor acknowledgement including print, web, and electronic materials and collateral
- 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.

Qualifications:

- Bachelor's degree in a related field
- 3+ years fundraising experience
- Proficiency in Microsoft Word, Excel and Power Point
- Database management experience – Tessitura preferred
- Excellent verbal and written communications skills
- Ability to work well in a team environment
- Ability to present information concisely and effectively, both verbally and in writing
- Ability to organize and prioritize work
- Strong analytical skills and ability to meet deadlines
- Availability for work outside of typical office hours, including evenings and weekends
- Ability to work independently with little supervision
- Excellent interpersonal skills

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 environment including office and performance hall settings. The environment is generally moderate in temperature and noise level.

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

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