



Position: Manager, Leadership Giving
Department: Development
Reports to: Assistant Director, Leadership Giving
Direct Reports: 0
Status: Full-time, Exempt
Salary: \$42,000

The Virginia Symphony Orchestra is looking for a talented and motivated individual to serve as its Manager for Leadership Giving. The successful candidate will be an integral member of the VSO Development team, helping to spearhead the growth of its leadership giving program. They will manage a portfolio of major gift donors, working with the VSO's Assistant Director for Leadership Giving and the Vice President of Development to identify, cultivate, solicit, steward, and retain high-capacity donors and planned giving prospects. As part of this role, they will help to ensure a strong base of resilient financial support for one of Hampton Roads' foundational arts organizations and its only full-time, professional symphony.

Principal Responsibilities

- Develop strategies and multi-stage plans for meeting ambitious annual leadership fundraising targets. Meet and report on key cultivation and solicitation metrics including quarterly activity and gift targets. Share in the overall department goal to secure annual gifts.
- Manage a portfolio of assigned and qualified donors with the goal of achieving a combined total of \$400,000 in leadership gifts annually. Research and identify qualified leadership giving prospects to increase the VSO giving pipeline. Help to refine the VSO's case for support for leadership gifts.
- Work with the AD of Leadership Giving to implement a planned giving strategy and marketing plan. Develop collateral and promote the benefits and opportunities offered by planned giving vehicles, i.e. planned giving brochures, advertisements, internal and external advertising media.
- Work with the VP of Development to manage the Legacy Society (planned giving) cultivation and stewardship program, including maintaining ongoing relationships with donors who have made planned giving commitments.
- Support Development events to cultivate and steward leadership donors.
- Develop a thorough understanding of current VSO projects, short-and-long-term capital requirements, and current-use giving through the annual fund.
- Utilize Tessitura CRM to track and manage donor and prospect portfolio and monitor individual results toward fundraising goals. Adhere to timely reporting of results to ensure accuracy of the fundraising pipeline and year-end projection forecasts for calendar and fiscal year end.
- Serve as an active member of the Revenue team and assist with concerts and other special events throughout the season. **This position requires willingness to serve on nights and weekends** in collaboration with the Development and Marketing teams.

- Other duties as relevant to the function of Development and Revenue.

Desired Qualifications

- Successful experience (1-2 years or more preferred) in fundraising for the arts, as demonstrated by total dollars raised, dollars solicited, and/or visits with donors and prospective donors.
- Experience with principal and major gift campaigns, including prospect planning, tracking, and accruals.
- Genuine interest and curiosity in building relationships with the ability to connect and establish trust with patrons and donors.
- Commitment to high ethical standards outstanding customer service.
- Commitment to maintaining the confidentiality of data, including personal patron and donor information.
- Excellent written and verbal communication skills, including the ability to speak and write persuasively about the impact, goals, and needs of the Virginia Symphony Orchestra.
- Ability to gather, analyze and summarize information including numerical and financial data.
- Commitment to diversity, inclusion, and equity.
- Ability to work as part of a team, as well as the ability to work independently to complete tasks on time.
- Proficiency in the Microsoft Office suite with an emphasis in Word and Excel.
- Proficiency in or ability to learn and use Tessitura and OPAS software.

Additional Benefits

- Health and Dental Insurance
- Optional 401K
- Paid Time Off
- Sick Leave

To apply: Interested candidates should submit their resume and cover letter via email to Shannon Kelly, Vice President of Development, at skelly@virginiasymphony.org. Please use the subject line: Manager Leadership giving + your name. This position is open until filled with a tentative start date of September 2024.

About the VSO

Driven by its core values of artistic excellence and inclusion, the mission of the Virginia Symphony Orchestra is to create world-class symphonic performances, transformative music education, and purposeful community engagement throughout Southeastern Virginia. Led by its dynamic music director Eric Jacobsen, the VSO is the oldest and largest producing performing arts organization in Hampton Roads, reaching over 100,000 people annually through bold and ambitious season programming, free community concerts, and a range of outstanding education programs. We invite you to be part of a dynamic and growing organization that makes an impact in our community year round!

VSO Statement on Attracting Candidates from All Backgrounds:

Equity, Diversity, and Inclusion are music to our ears! The Virginia Symphony Orchestra is an Equal Opportunity Employer committed to increasing diversity among our applicant pool, our musicians, our staff, our board of directors, and in our program offerings. We strongly encourage people from all backgrounds, especially Black, Indigenous, and all People of Color, as well as people with non-traditional experience and educational backgrounds, to apply for this position.