



# PITTSBURGH SYMPHONY ORCHESTRA

## Job Description

Title: Gift Officer

### Department: Development

Reports to: SVP of Development & Chief Development Officer and will work closely and collaboratively with the PSO's Gift Officer, Gift Planning Officer and Development Coordinator.

Status: Exempt, Full-Time

### Job Purpose

The Gift Officer will play a key role as part of the Orchestra's Major Gifts and Development team. The Orchestra is in the midst of dramatically growing its fundraising efforts, led by individual giving. The Gift Officer will be a highly motivated individual with a strong development background that includes demonstrated experience securing major gifts and building strong donor relationships. This position will manage a significant portfolio of current donors and will be responsible for identifying potential major donors with the goal of impacting the pace and effectiveness of the PSO's initiative to move entry level donors to major gift status and move major donors to multi-year commitments and eventual legacy support. The Gift Officer will become a recognizable and passionate advocate for the PSO throughout the community.

### Development Responsibilities

- Responsible for identifying and managing portfolio of approximately 300 major gifts prospects (currently defined as prospects who can make a minimum Annual Fund gift of \$1,750.) Gift Officer will inherit a portfolio but within the first year, will be responsible for identifying other potential major donors to grow the potential value of what can be secured from the portfolio.
- Responsible for 3-5 meaningful "moves" per week with portfolio totaling at least 200 "moves" per year. A move is defined as a pre-scheduled, strategic, in-person contact.
- While it is expected that 100% of the portfolio will be solicited within the fiscal year, a minimum of 175 will be solicited in person
- In addition to actual solicitations, prospects within this portfolio will receive appropriate stewardship between solicitations.
- Works with select PSO volunteers to engage individuals in portfolio
- Works closely with the Major Gifts Team to determine annual goals, metrics, messaging, timelines and portfolio assignments
- Working in tandem with the Development Coordinator responsible for research, a special focus on identifying potential donors from the PNC Pops and Specials audience and create a cohesive strategy to build a major gifts program from that audience.
- Working in collaboration with the Director of Corporate Support & Special Projects, help to manage and grow the PSO's Jack Heinz Society.
- This document is a summary of the typical functions of the job not an exhaustive or comprehensive list of all possible job responsibilities, tasks and duties.



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## **Competencies, Knowledge, Skills, & Abilities:**

- Minimum Bachelor's Degree in a related field
- Minimum five years' professional development experience
- Track record of securing Major Gifts
- Working knowledge of Microsoft Office products; knowledge of Tessitura preferred
- Excellent written and verbal communication and presentation skills.
- Capacity to work under pressure and collaboratively with all types of people.
- Ability to work flexible hours, particularly weekends and evenings.
- Must have access to transportation for travel to meetings and appointments.

## **Work Environment & Physical Demands:**

- Must be able to work with people of all ages and abilities, in close settings.
- Ability to lift and carry objects of up to 25 pounds. Ability to climb stairs. Frequently required to sit. Specific hearing abilities required by this job include active musical listening for program development.

To apply, please send a cover letter and resume to: [lmason@pittsburghsymphony.org](mailto:lmason@pittsburghsymphony.org)