



PITTSBURGH SYMPHONY ORCHESTRA

Gift Officer

Reports to: SVP & Chief Development Officer

Status: Exempt, Full-Time

Job Purpose

The Gift Officer will play a key role in the PSO's Individual Support Team by helping to grow the pipeline of Major Gift support. In light of COVID-19, the Orchestra is now in the midst of dramatically regenerating and growing its fundraising efforts, with primary focus on individual giving. The Gift Officer will be a highly motivated individual with a fundraising background that includes demonstrated experience building strong donor relationships and securing a range of gifts. 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 planned giving support. The Gift Officer will become a recognizable and passionate advocate for the PSO throughout the community.

Development Responsibilities

- Work closely with Individual Support Team on moves management strategies to identify and research prospects, cultivate, solicit and steward donors to grow support across all levels of individual gifts.
- Responsible for identifying and managing portfolio of approximately 250 major gifts prospects and donors able to give a minimum Annual Fund gift of \$1,750+ with a focus on increasing value of gifts and size of portfolio over time.
- Responsible for 3-5 meaningful "moves" per week with portfolio totaling at least 200 "moves" per year. A move is defined as ideally a, strategic, in-person contact.
- Develop and execute cultivation plans for major gift prospects including: creating opportunities to meet with administrative staff, musicians, and volunteer leadership.
- Attend and assist with development-related events and concerts throughout the year including evenings and weekends.
- Act as liaison for the Pittsburgh Symphony Association (PSA) and their fundraising initiatives.
- 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.

Required Education, Experience and Abilities:

- Minimum Bachelor's Degree in a related field
- Minimum five years of professional fundraising and relationship management experience
- Track record of securing Major Gifts
- Working knowledge of Microsoft Office products
- 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.



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- Must have access to transportation for travel to meetings and appointments.

Preferred Education, Experience and Abilities:

- Master's Degree
- Experience in a performing arts organization
- Familiarity and proficiency in Tessitura

Physical Requirements:

- Ability to work on a computer for extended periods of time
- Ability to operate related equipment, i.e. computer, copier, scanner

The specific statements shown in each section of the description are not intended to be all-inclusive. They represent typical elements and criteria considered necessary to perform the job successfully. The Pittsburgh Symphony, Inc. recognizes that an individual with a disability may require a job modification/ accommodation to enable them to successfully perform a job function. Consideration will be given to such requests. Such requests should be directed to Human Resources.

The Pittsburgh Symphony, Inc. provides equal opportunity to all qualified employees and applicants for employment without regard to race, color, religion, sex, gender, pregnancy, sexual orientation, gender identity, genetic information, ancestry, national origin, age, physical or mental disability, marital status, veteran status, or any other class or category protected by local, state, or federal law.

To apply, please send a cover letter and resume to hr@pittsburghsymphony.org