



## Director of Individual Giving

### Who We Are:

The Charlotte Symphony (CSO) based in Charlotte, North Carolina, has brought music to millions of concertgoers and generations of schoolchildren for more than 80 years, boasting the longest legacy of any orchestra in the region. As the largest professional performing arts organization in the central Carolinas, the CSO has grown into a premier musical institution that delivers more than 70 concerts each year with a \$12 million annual operating budget.

Music comes to life here. With more than 62 full-time musicians and a staff of more than 30, the CSO is home to our region's most passionate advocates for live orchestral music. Beyond the concert hall, we endeavor to ignite a passion for music in people across our community through education programs, free concerts and partnership with organizations ranging from Arts+ to UNC Charlotte reaching more than 130,000 people each year.

### Position Summary:

The Director of Individual Giving oversees the Symphony's annual fund campaigns, developing and implementing strategies for securing financial support from a portfolio of new and renewing individual donors and is responsible for delivering \$1.3 million annually through major gifts, direct mail and the annual gala.

The Director of Individual Giving reports to the Vice President of Development, working independently but collaboratively as a member of the Symphony's Development team, and coordinates activities with other departments, as needed.

**Position:** Director of Individual Giving  
**Department:** Development  
**FLSA Grade:** Exempt  
**Reports To:** Vice President of Development

### Essential Functions:

- Responsible for raising \$1.3 million for the Annual Fund – through major gifts \$1,000 to \$5,000, direct mail, and serving as the lead project manager for the Annual Gala.

- Monitor, analyze and report key annual fund metrics including donor and revenue growth and retention, and in accordance with key performance indicators.
- Work with data processing team to ensure proper, timely and accurate donor acknowledgement, recognition and delivery of donor benefits.
- Work collaboratively with and in support of volunteers and other members of the Development team to cultivate and solicit donors.
- Coordinate donor events and receptions.

**Requirements:**

- 5+ years successful experience in development, preferably in the arts
- Success in annual fund campaign management
- Proven major gifts closer
- Excellent writer and direct mail strategist
- Experience managing successful large-scale fundraising events
- Bachelor's Degree
- Broad knowledge of the principles of fundraising
- Interest in and dedication to promoting the CSO through developing excellent relationships with staff, trustees, volunteers, and the development office team
- Excellent oral, written and interpersonal skills
- Independent and collaborative team player
- Strong organizational, problem solving, research and analytical skills
- Self-starter, sophisticated, creative, and organized with strong attention to detail
- Evenings and weekend work required

**To apply:**

Submit resume and cover letter via email, with the subject line "Director of Individual Giving" to Lori Davis at [lori@lorilyndavis.com](mailto:lori@lorilyndavis.com).

Applications accepted by email only.

*No telephone calls / No agency resumes accepted. EOE M/F/V/D*