



## **Major Gifts Officer**

Charlotte Symphony Orchestra (CSO) is searching for an experienced major gifts officer who loves music and supports the CSO's vision that all children deserve access to quality music education.

### **About the Charlotte Symphony**

Led by internationally renowned Music Director Christopher Warren-Green, the Charlotte Symphony is the largest performing arts organization in the region. Core programming runs from September through May and includes Classical, Pops, and Family series, alongside annual holiday favorites *Magic of Christmas* and Handel's *Messiah*. We also serve as the soundtrack to our community's ballet and opera productions.

As part of our commitment to serve the entire region, the CSO performs everywhere from parks and schools to jails, breweries, and senior care centers. We passionately believe that music, accessible to all and experienced in many forms, unifies and enriches our entire community.

Project Harmony, our program for enacting social change through music, serves nearly 200 children with the fewest resources and greatest need through a free afterschool orchestra training program. This program will grow to serve more than 500 children by 2020.

### **The position**

Reporting to the VP of Development, The Major Gifts Officer (MGO) is charged with securing funds for the Charlotte Symphony by managing a group of qualified donors and prospects, assuring that as many as possible are retained as continuing donors and are upgraded in their giving and involvement with the CSO.

Ongoing responsibilities include qualifying prospects through face-to-face meetings; creating and managing individual solicitation and stewardship plans for a portfolio of 80-100 donors and prospects; monitoring and reporting on progress toward Key Performance Indicators; and engaging senior staff, board members and other volunteers in the solicitation and stewardship process.

### **Candidate profile**

Charlotte Symphony donors are deeply committed to the organization and expect the same of our staff. The ideal candidate will have the ability to build and steward relationships with stakeholders, including staff, board members, external partners and donors. S/he will be able to handle confidential information with discretion, be adaptable to various competing demands, and demonstrate the highest level of patron service and response.

The successful candidate will have five or more years of relevant experience in major gift fundraising, including a proven track record of soliciting and securing 5- and 6-figure gifts. A college degree is required. Advanced skills in Microsoft Office (Outlook, Word, Excel, and Power Point), and donor database platforms are highly desirable. Excellent writing and communication skills required. Evening and weekend work is required.

### **Compensation**

Salary is commensurate with experience.

### **To Apply**

Interested candidates should forward a resume to [MHamilton@charlottesville.org](mailto:MHamilton@charlottesymphony.org) with Major Gifts Officer in the subject line, along with a short cover note telling us why you want to work for the CSO. Applications accepted via email only, no phone calls please.