



620 West Main Street, Ste. 600  
Louisville, KY 40202  
LouisvilleOrchestra.org

## POSITION DESCRIPTION

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| <b>Position Title:</b> | Director of Individual Giving  |
| <b>Status:</b>         | Full-Time, Exempt  |
| <b>Reports to:</b>     | Chief Executive Officer  |
| <b>Job Summary:</b>    | The Director of Individual Giving is responsible for building and sustaining a robust individual giving program that enables the Louisville Orchestra to achieve its annual fundraising goals. This is a cabinet-level position charged with helping to guide the organization toward realizing its mission, vision, and values. |

### Duties and Responsibilities

- ❑ Manage a portfolio of approximately 125 qualified individual donors and prospects through a robust calendar of cultivation, solicitation, closure, and stewardship activities. The portfolio will focus on annual fund gifts under \$10,000.
- ❑ Schedule and attend face-to-face visits, performances, and events to ensure active philanthropic engagement and a positive cultural experience.
- ❑ Secure new and upgrade existing donor commitments to the annual fund through the creation and management of a robust membership program.
- ❑ Working with the Patron Services team, ensure consistent customer-focused service and benefit fulfillment at every touch point. Proof materials to ensure that donor recognition and membership information is accurate in program books, social media, and the website.
- ❑ Coordinate and communicate with the CEO, volunteer solicitors, and the Patron Services department. Complete contact reports following prospect and donor engagements. Motivate the Board of Directors and volunteers to assist in increasing individual giving. Participate in regular prospect meetings.
- ❑ Serve as a member of the Executive Cabinet, assisting the CEO in setting institutional policy, procedures, and long-term strategic planning. Attend meetings of the Board of Directors and its committees as assigned. Represent the Louisville Orchestra in the community and industry.
- ❑ Perform other duties as assigned, requested, or needed.

## **Qualifications**

- ❑ Bachelor's degree with a minimum three years' fundraising experience with demonstrated success securing gifts
- ❑ Demonstrated knowledge of the techniques of moves management
- ❑ Donor-centric with a strong customer service ethic
- ❑ Superior written and verbal communication skills, including active listening
- ❑ Highly self-motivated, metric driven, and goal-oriented with an acute attention to detail and the ability to manage multiple projects simultaneously
- ❑ Proficient in Microsoft Office and CRM databases, preferably Tessitura
- ❑ Diplomacy in handling sensitive and confidential information
- ❑ Must have a flexible schedule, the ability to work nights and weekends, and travel occasionally
- ❑ Possess a valid driver's license and the ability to drive
- ❑ Must have a positive attitude, be able to work as part of a high-functioning team, and possess a passion for the performing arts, as well as a strong desire to bring them to audiences

## **Compensation and Benefits**

The Louisville Orchestra offers a comprehensive salary and benefits package commensurate with experience and in line with similar positions of this scope with similar-sized orchestras in the country and Louisville cultural institutions. Benefits include medical insurance, life insurance, vacation and sick time, parking stipend, 403b contribution, and a diverse offering of voluntary benefits.

## **About the Louisville Orchestra**

The Louisville Orchestra has long had a strong reputation for innovation, creativity, and excellence. Its 58 full-time musicians and 24 staff members present a 34-week season that includes classical, popular, and educational main stage concerts, a diverse array of programming throughout the community, and performances with the Kentucky Opera and Louisville Ballet.

The Orchestra was the first to record under its own label and became internationally recognized in the 1950s for producing 150 LPs consisting of more than 450 new works. Under the leadership of Music Director Teddy Abrams and CEO Robert Massey, the Louisville Orchestra has revived its commitment to championing the creation of new works. More than half of the compositions on the Louisville Orchestra's 2019-2020 subscription series are by living composers. The Orchestra will release its second commercial recording under Abrams this fall, with several additional media projects currently in development.

Located in culturally rich Louisville, the organization is at the forefront of redefining what a 21st century orchestra can be and is well on its way of achieving its goal of becoming known as “the most interesting orchestra on the planet.”

**To Apply**

Send a cover letter, resume, salary requirements, and three professional references to [nkoch@louisvilleorchestra.org](mailto:nkoch@louisvilleorchestra.org) by May 31, 2019. Candidates selected for further consideration will be contacted with further instructions. References will not be contacted until the final round of interviews. No phone calls please.