



## **JOB DESCRIPTION**

### **Principal Gift Officer**

#### **The Organization**

The Detroit Symphony Orchestra is known internationally for trailblazing performances, collaborations with the world's foremost musical artists, and a deep commitment to serving our community. Making its home in historic Orchestra Hall at the Max M. and Marjorie S. Fisher Music Center, the DSO actively pursues its vision to be an inclusive and culturally relevant community where all people can experience their world through music.

The DSO is a complex organization. Operating 365 days per year, we are a performing arts institution, an educational facility, and a community center. We are governed by an independent Board of Directors and employ both union and non-union employees as musicians, stage crew, and administrative staff. Creating a unified culture throughout the institution is an organizational imperative. The DSO offers a unique, fast-paced working environment and an excellent overall compensation package. The Detroit Symphony Orchestra is an Equal Opportunity Employer.

The DSO makes its home in historic Orchestra Hall, one of America's most acoustically perfect concert halls, and actively pursues a mission to impact and serve the community through music. For more information visit [www.dso.org](http://www.dso.org).

#### **Position Summary**

The Principal Gift Officer position is a key member of the Advancement Department's campaign team who will be responsible for the identification, cultivation, solicitation, and stewardship of current and prospective donors as part of the DSO Impact campaign. The Principal Gift Officer position is a unique opportunity for a motivated and experienced development professional to impact strategy and growth for an ongoing campaign program. This position requires both strategic vision and a hands-on approach with knowledge of all facets of development and a good working understanding of nonprofit best practices.

#### **Specific Duties and Responsibilities**

- ❖ Manage a portfolio of approximately 100 – 125 qualified principal gift prospects with the goal of securing investments in the DSO Impact campaign as well as maintaining and increasing investments in the annual fund.
- ❖ Build and facilitate plans to cultivate existing donors and prospects with the goal to open new opportunities for funding and to deepen existing relationships.
- ❖ Help recruit, train, coach, motivate and manage volunteer leadership to engage in solicitations and other cultivation/stewardship activities.
- ❖ Attend meetings of, and help provide staff support for, the Development Committee, Campaign Cabinet and other relevant working groups and meetings as assigned.

- ❖ Prepare a yearly Work Plan, aligned with DSO Impact Campaign financial targets, as well as professional goals and objectives.
- ❖ Keep detailed, comprehensive and accurate records of contacts with all prospects and donors
- ❖ Participate in events of the Advancement Department including donor stewardship events, the Herman and Sharon Frankel Donor Lounge shifts, board engagement and other key fundraising events throughout the year.
- ❖ Other duties as assigned.

### **Experience**

- 5+ years of development experience with increasing levels of responsibility and achievement in executing a successful fundraising program.
- Demonstrated proficiency in performing personal solicitations of major gifts.
- Knowledge of planned giving vehicles, IRS regulations and financial planning.
- Endowment fundraising experience preferred.
- Strong history of fundraising results.
- Ability to work easily and effectively with volunteers and staff.
- Experience working with a donor database like Tessitura or Raiser's Edge a plus.
- Bachelor's degree required.

### **Reporting Responsibility**

- Campaign Director

### **Supervisory:**

- None

### **Personal Attributes and Competencies**

- Strong leadership skills with a proven track record for meeting goals and objectives.
- Motivated to network socially and have a call and passion for building relationships with those in decision making positions.
- High energy with a positive attitude and the ability to provide superior donor service
- Dynamic self-starter who can think strategically and provide solutions.
- Strong analytical skills, action-oriented, decisive, accurate and timely.
- Sensitive to the needs of individuals and able to maneuver within multiple departments.
- Ability to work well under pressure; embodies persistence, perseverance, tenacity, integrity, and patience.
- Strategist that is motivated by deadlines and measurable outcomes.

**TO APPLY FOR THE POSITION, PLEASE SUBMIT YOUR RESUME AND COVER LETTER TO:**

[advancementjobs@dso.org](mailto:advancementjobs@dso.org)