

Major Gifts Officer

WHO WE ARE

The Boise Phil's mission is to reflect the energy and heartbeat of our communities through invigorating musical experiences that touch the human spirit. Serving the Treasure Valley, the Boise Phil was established over 63 years ago but traces its artistic roots back to 1885. It is the longest continuously running cultural organization in the state, and one of the longest in the country.

ABOUT THE ROLE

The Major Gifts Officer will spearhead the major gifts program at Boise Phil and work closely with the Executive Director and Board of Directors to oversee and manage all aspects donor cultivation. The Major Gifts officer will focus on cultivating key relationships with individuals and families, along with Treasure Valley corporate leaders. Alongside the rest of the Development Team and the Executive Director, this position will collaborate and implement a comprehensive and results-oriented development plan.

REPORTING RELATIONSHIPS

The Major Gifts Officer reports to the Executive Director. They will have some supervisory duties related to the Development Manager, who is responsible for gift entry, acknowledgement letters and the Annual Fund program.

KEY RESPONSIBILITIES

Subject to revision, duties may include but are not limited to:

Strategic Initiatives

- Serve as the campaign director and provide direct daily management of specifically focused initiatives to secure major gifts and leadership gifts in support of campaign goals.
- Develop and implement short- and long-term development plans to meet established goals and objectives.
- Meet regularly with the Executive Director regarding program goals, initiatives, timelines, and budgets, and may report to the Board of Directors and appropriate committees.
- Work collaboratively and creatively with the Executive Director and Marketing Team to appropriately position development opportunities and integrate messages in collateral materials for cultivating and stewarding donors.
- Manage prospect research and cultivation initiatives with a special emphasis on pursuing strategies to secure and/or increase giving from donors and sponsors.
- Develop strategies for existing donors to effectively move them through a meaningful and tiered cycle of giving.

Engagement, Cultivation, and Solicitation

- Build, maintain, and facilitate relationships with current and potential funders, currently a portfolio of 70 households.
- Support the Executive Director's fundraising portfolio, approximately 25 households.
- Utilize the Executive Director, Music Director, and musicians as needed for solicitations.
- Clearly articulate and promote a strong case of need for philanthropy and build opportunities to create and sustain a culture that understands the relationship between philanthropy and Boise Phil's impact in our community.

- Attend Boise Phil special events and activities and foster significant pride and excitement for fundraising efforts.
- Enlist the Board of Directors and other volunteers to participate in and grow the development program.
- Work collaboratively with the rest of the Development Team to create and implement patron engagement programming using mission-based experiences that deepen the relationship with the orchestra.

Administrative Responsibilities

- Prepare business analyses in coordination with the Executive Director to target corporate sponsors to align our relationship-building as closely as possible to the goals of each potential corporate sponsor.
- In coordination with the Executive Director, provide management of gift processing and donor acknowledgement, the donor database, and financial reporting.

QUALITIES OF A QUALIFIED CANDIDATE

- Committed, thoughtful, professional leadership style; influential passion for Boise Phil's mission; and a collaborative, decisive, motivating, and engaging communication style.
- Extreme discretion, attention to detail, and a commitment to excellence.
- Ability to balance and successfully manage multiple priorities in a complex environment.
- Ability to work collaboratively in a team environment.

POSITION REQUIREMENTS

- Bachelor's degree required; advanced degree preferred.
- 2-3 years of experience, with increasing levels of responsibility, in non-profit fundraising.
- Proven track record of fundraising success, particularly by securing major gifts, successfully managing campaigns, and engaging a community of motivated supporters.
- Deep appreciation and understanding of Boise Phil's mission and broad range of services, and the ability to articulate Boise Phil's values and vision internally and externally.
- Ability to work regular weekends and evenings.
- Some local travel is required.

COMPENSATION

The annual salary for this full-time, exempt position is \$55,000 - \$65,000 depending on experience. Benefits include medical, dental, and vision insurance with an HSA plan. An IRA match of up to 3% is available after one year of employment.

APPLICATION INSTRUCTIONS

To apply, please send a cover letter and resume to Brandon VanWaeyenberghe at brandonvw@boisephil.org. The position is open until filled.

The Boise Philharmonic Association is an equal opportunity employer that values diversity. All qualified applicants will be considered without regard to race, religion, color, national origin, gender identity or expression, sexual orientation, age, marital status, veteran status, disability status, or any other legally protected category.