



TALLAHASSEE
SYMPHONY ORCHESTRA

Your Capital City Orchestra.

Darko Butorac, Music Director & Conductor

The Position

The TSO is pleased to announce the new position of Director of Philanthropy. The orchestra is enthusiastically in the process of rebuilding post-COVID and in the upcoming years seeks to grow beyond its reach pre-pandemic. The Director of Philanthropy will lead and manage the TSO's annual individual giving initiatives/ programs, with activity ranging from cultivation to stewardship. The Director of Philanthropy will devote time in the area of planned giving. The Director of Philanthropy will also recommend development policies and procedures, and provide support to the TSO Board Fund Development Committee.

As the head architect of all Annual Fund activity, the Director of Philanthropy will:

- Create both a monthly and year-long development plan for individual giving
- With CEO and Finance Committee, set Annual Fund goals each season
- With CEO and Board Chair oversee/manage board giving
- Oversee/design year-end campaign
- Cultivate and oversee multi-year pledges
- Identify prospects, cultivate, and attend in-person meetings with potential donors, bringing in board members or CEO when appropriate
- Manage and further Sustain the Stage, the TSO's "sponsor a musician" initiative
- Manage and oversee any direct mail campaign
- Manage donor recognition, acknowledgment, and thanks, ensuring that these take place in a prompt and timely manner
- Maintain the TSO's CRM with updated records on donors and donations. Prepare progress reports on individual gifts/annual giving
- Collaborate with CEO to develop and distribute communications materials that promote the TSO's development programs, including information on the TSO website

In the area of Planned Giving, the Director of Philanthropy will:

- Develop a Planned Giving Program
- Create documentation/collateral/policy for a Planned Giving program
- Identify prospects for Planned Giving and organize in-person meetings
- Record all contacts in the CRM, scheduling future actions in the CRM
- Organize/plan any Planned Giving campaign
- Once established, set new goals each season for Planned Giving growth
- Once established, collaborate with CEO to develop and distribute communications materials that promote the TSO's Planned Giving program, including information on the TSO website

As the point of contact for the TSO's Patron Growth committee (stewardship committee) the Director of Philanthropy will:

- Oversee committee, POC for chair of committee
- Create both a monthly and year-long Patron Growth plan, strategize on creative ways to reach patrons

- Segment the audience base and make “touches” more specialized to each segment
- Subscriptions: Help design appeal for Annual Fund and process subscription orders in the summer
- Follow up and track volunteer accomplishment of assignments.
- Ensure that those taking subscription phone calls are making upgrade suggestions for annual fund giving

The Director of Philanthropy will assist in all fundraising and donor cultivation events:

- Patio parties (TSO stewardship gatherings on concert week)
- Afterglows (donor/musician/board receptions)
- Special events
- Galas
- Other fundraising events

The Director of Philanthropy will assist the CEO in the area of Corporate Giving by:

- Helping identify and pursue new funding opportunities
- Tracking sponsor agreements; helping fulfill deliverables, including any receptions/events promised, stage announcements, etc.
- Coordinating sponsor thank-you efforts post-concert/event
- Tracking sponsor payments (with book keeper)
- Helping engage sponsors throughout the season

The Director of Philanthropy may also contribute to the TSO’s goals in the following ways:

- Sell tables to Pops in the Park or Gala tickets
- Help design and create Music Director fundraising activity
- Miscellaneous office help and other duties as assigned by the CEO

Compensation and Benefits

- Compensation—Commensurate with experience
- Health insurance—Capital Health Plan
- Paid vacation days—Ten days annually
- Paid holidays—Christmas Day, New Year’s Day, Fourth of July, Labor Day, Memorial Day, plus two flex days
- Sick leave—Five days annually
- SIMPLE IRA after one year