

OREGON SYMPHONY

JOB DESCRIPTION

Director of Annual Giving

EXEMPT STATUS:	SALARIED (EXEMPT)
REMOTE HYBRID ELIGIBLE:	YES
DEPARTMENT:	DEVELOPMENT
REPORTS TO:	VP OF DEVELOPMENT
DIRECT REPORTS:	2
EFFECTIVE/LAST UPDATED:	FEB 3, 2026

POSITION SUMMARY:

The Director of Annual Giving is a key leader in the Development team, responsible for designing and implementing strategies that foster a culture of philanthropy and drive sustainable individual giving. In this role, you will manage a comprehensive donor-centered annual giving program, oversee a talented team of two, and collaborate with internal and external partners to achieve an annual revenue goal of \$1,000,000 from donors contributing \$1 to \$2,499.

ESSENTIAL DUTIES & RESPONSIBILITIES:

Annual Fund Strategy & Execution

- Develop and implement a comprehensive annual giving plan utilizing direct mail, tele-fundraising, email, and social media to engage donors and achieve revenue goals.
- Oversee strategies to increase the donor base and deepen engagement, integrating Oregon Symphony messaging and leveraging data-driven insights.

Donor Portfolio Management

- Manage a personal portfolio of individual donors, building relationships through personalized solicitation, cultivation, and stewardship.
- Use prospect research and data analytics to identify and qualify potential donors, continually strengthening the donor pipeline.

Operational Oversight

- Ensure timely and accurate donor gift acknowledgments with the Development Associates in accordance with IRS rules and regulations.
- Supervise and provide strategic direction to the Development Associates responsible for Annual Giving and Gift Processing, as well as external vendors supporting solicitation efforts.
- Partnering with the Director of Data & Analysis to optimize database utilization for solicitations, events and reporting within the Development team.

Collaboration & Leadership

- Align annual giving initiatives with the Development team's broader goals, coordinating with Marketing and Patron Services on campaigns and solicitations.
- Act as a key contributor to the Development team, supporting additional projects and initiatives as needed.

QUALIFICATIONS:

- Bachelor's degree or equivalent experience; minimum of 3+ years in fundraising or annual giving preferred.

- Proven ability to meet or exceed fundraising goals, with a demonstrated understanding of annual giving strategies.
- Strong organizational skills, with the ability to manage multiple priorities and deliver results.
- Exceptional interpersonal and written communication skills, with a commitment to relationship-building and donor stewardship.
- Proficiency in donor database management and Microsoft Office programs; experience with Tessitura preferred.
- Analytical and budgeting skills, with the ability to use data to inform decision-making.
- Valid driver's license, reliable transportation, and current liability insurance.
- Enthusiastic problem solver with a positive, team-oriented approach.

OREGON SYMPHONY CORE COMPETENCIES:

These values reflect how we expect all employees to show up in their work, collaborate with others, and contribute to the Oregon Symphony's mission and culture.

Uncommonly Collaborative - Demonstrates openness, respect, and accountability in working with others. Seeks input, communicates clearly, brings the right people into conversations, and contributes to solutions that support collective success.

Universally Welcoming - Engages with curiosity and empathy, values diverse perspectives, adapts communication and approach as needed, and contributes to a workplace and audience experience that is accessible, inclusive, and welcoming.

Uncompromising Quality - Takes pride in craftsmanship, prepares thoroughly, follows through on commitments, and maintains high standards while exercising sound judgment and learning from feedback.

Courageously Innovative - Challenges the status quo constructively, experiments thoughtfully, learns from experience, and seeks better ways to serve the organization, its artists, and its audiences.

Cultural Accountability - Models the symphony's values through daily actions, treats others with professionalism and kindness, communicates thoughtfully, and takes ownership for personal impact on the organization and its culture.

WORK ENVIRONMENT

This position is currently following a hybrid work model with 2-3 days per week in the office and requires attending evening and weekend events during the concert season (approximately three evenings per month).

This job description outlines the primary responsibilities of the position but is not an exhaustive list. The employee may be asked to perform additional duties as necessary to support organizational goals.