

OREGON SYMPHONY

JOB DESCRIPTION

Vice President for Development

EXEMPT STATUS:	SALARIED (EXEMPT)
DEPARTMENT:	ADMINISTRATION
REPORTS TO:	PRESIDENT & CEO
DIRECT REPORTS:	4
EFFECTIVE/LAST UPDATED:	FEBRUARY 24, 2026

POSITION SUMMARY:

The Vice President for Development is a key strategic leader responsible for driving the Oregon Symphony's philanthropic efforts. Reporting to the President and CEO, this role collaborates with senior leadership, board members, and staff to create and execute a comprehensive fundraising strategy that supports the Symphony's mission and vision. The VP for Development oversees all fundraising initiatives, including individual and institutional giving, donor events, and campaign planning and execution, while fostering a culture of philanthropy throughout the organization.

ESSENTIAL DUTIES & RESPONSIBILITIES:

Strategic Leadership and Fundraising Vision:

- Develop and implement a comprehensive, multi-year philanthropic strategy aligned with the Symphony's mission, vision, strategic plan, and financial objectives.
- Originate, articulate, and drive operational plans for all fundraising activities, including major gifts, annual giving, planned giving, institutional giving, and capital/endowment campaigns.
- Serve as a senior advisor to the CEO and Board leadership on fundraising priorities and donor engagement strategy.
- Foster collaboration across departments to integrate fundraising efforts seamlessly with organizational priorities.
- Build a culture of philanthropy across the organization, ensuring collaboration between development, artistic, operational, and community-facing functions.
- Serve as a key ambassador for the Oregon Symphony at events locally and nationally.
- Leverage the expertise, networks, and influence of trustees, advisors, and key volunteers to expand philanthropic reach.

Campaign Management:

- Lead current fundraising campaign to support the Symphony's five-year strategic plan.
- Partner with the CEO to develop and execute strategy for securing six- and seven-figure gifts.
- Advise and direct plans for completion of the current campaign while building strategy for an endowment campaign.

Donor Engagement and Stewardship:

- Build and sustain meaningful relationships with individual donors, corporate partners, foundations, and community stakeholders.
- Personally manage a portfolio of major donors and prospects capable of six- and seven-figure gifts, cultivating relationships through high-touch engagement and events in Portland and throughout the region.

- Lead solicitation and stewardship activities in partnership with the President/CEO, Development team, trustees, and other key staff members.
- Elevate donor engagement by creating unique, inspiring experiences that connect donors with the artistic mission and impact of the Symphony.

Board Partnership:

- Regularly report to the Board of Directors on contributed revenues, fundraising activities, and campaign progress.
- Serve as the staff liaison to the Board Development Committee, providing strategic guidance to trustees and volunteer solicitors.
- Partner with the Director of Executive Affairs and the board's Governance Committee Chair on governance and nominating matters, ensuring alignment of philanthropic strategy with Board priorities.

Team Leadership:

- Lead, mentor, and inspire a talented development team, fostering a culture of excellence, collaboration, innovation, and accountability.
- Invest in staff professional development, succession planning, and clear performance metrics to ensure the team consistently exceeds ambitious fundraising goals.
- Strengthen and manage Development infrastructure, including prospect management systems, reporting tools, donor stewardship protocols, and staff training.
- Oversee major giving programs, annual fund campaigns, planned giving, grant proposals, and donor recognition initiatives.
- Develop and monitor the development department budget and provide forecasts as needed.
- Cultivate an inclusive, innovative, and results-driven work environment.

QUALIFICATIONS:

- Bachelor's degree required; advanced degree preferred.
- Minimum 10 years of progressive leadership in fundraising, with demonstrated success setting and exceeding ambitious philanthropic goals.
- Proven success in campaign management and major gifts fundraising, including direct solicitation at the six- and seven-figure level.
- Deep knowledge of best practices in institutional advancement, including annual, major, and planned giving, stewardship, and donor relations.
- A metrics-driven, entrepreneurial, and strategic mindset with the ability to design and execute bold fundraising initiatives.
- Strong leadership skills with a record of managing and motivating high-performing teams.
- Exceptional interpersonal skills, with the ability to build trust, engage diverse constituencies, and work effectively with trustees, donors, artistic leadership, staff, and volunteers.
- High degree of integrity, diplomacy, and discretion in handling confidential donor and organizational matters.
- Excellent communication skills, including written, verbal, and presentation abilities.
- Demonstrated ability to manage multiple priorities and deliver results in a complex, fast-paced environment.
- Passion for the arts and a knowledge of classical music is a strong plus.
- Familiarity with CRM systems (e.g., Tessitura) and advanced knowledge of Microsoft Office Suite.
- Valid driver's license and access to a personal vehicle.
- Availability for evening and weekend work as needed.

ADDITIONAL COMPETENCIES:

- **Leadership & Change Management:** Demonstrates confidence and the ability to inspire and motivate others, fostering a supportive environment while effectively managing changes and overcoming challenges with strategic communication and adaptability.
- **Business Acumen & Strategic Thinking:** Possesses strong decision-making skills and the ability to devise effective strategies, utilizing sound judgment, creativity, and resourcefulness to synthesize information and optimize organizational goals and processes.
- **Professionalism:** Maintains a respectful, tactful approach in all interactions, manages stressful situations with poise, upholds ethical standards, and demonstrates reliability by following through on commitments and maintaining integrity.
- **Collaboration & Communication:** Actively contributes to a team-oriented environment by offering and accepting feedback, listening attentively, participating meaningfully in discussions, and balancing personal and group responsibilities for collective success.
- **Motivation and Initiative:** Displays a proactive mindset with minimal supervision, consistently pursuing growth opportunities, tackling challenges with determination, and showing a readiness to take calculated risks and accept new responsibilities.
- **Dependability:** Demonstrates reliability by being punctual, meeting commitments, and adhering to instructions, ensuring work is completed on schedule and communicating effectively when adjustments are needed.
- **Quality and Quantity of Work:** Strives for accuracy and thoroughness, proactively seeks feedback for continuous improvement, monitors productivity to meet and exceed standards, and maintains a balance between speed and precision in completing tasks.

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.