

OREGON SYMPHONY

JOB DESCRIPTION

Director of Development, Planned and Major Gifts

EXEMPT STATUS:	SALARIED (EXEMPT)
REMOTE HYBRID ELIGIBLE:	YES
DEPARTMENT:	DEVELOPMENT
REPORTS TO:	VP OF DEVELOPMENT
DIRECT REPORTS:	1
MARKET GRADE:	20
EFFECTIVE/LAST UPDATED:	AUGUST 03, 2026

POSITION SUMMARY:

The Director of Development, Planned and Major Gifts secures transformational philanthropic support by developing meaningful, long-term relationships with major and planned giving donors. This position leads the Oregon Symphony's planned giving program while managing a portfolio of major and planned gift prospects, helping donors align their philanthropic goals with the Symphony's mission. Through strategic cultivation, solicitation, stewardship, and collaboration across the Development team, this role advances fundraising success and strengthens the organization's long-term financial sustainability.

ESSENTIAL DUTIES & RESPONSIBILITIES:

Major and Planned Gift Fundraising:

- Manage a portfolio of major and planned giving donors and prospects, with an emphasis on approximately 70% major gifts and 30% planned gifts.
- Identify, cultivate, solicit, and steward donors for annual, major, multi-year, planned, special, and gala gifts.
- Develop individualized cultivation and solicitation strategies that align donor interests with organizational priorities.
- Prepare and present blended gift opportunities and complex gift proposals that maximize philanthropic impact.
- Build long-term relationships with donors through thoughtful stewardship and ongoing engagement.

Planned Giving Program Leadership:

- Lead and grow the Oregon Symphony's planned giving program, developing strategies that increase deferred and legacy gift commitments.
- Serve as the department's primary resource on planned giving best practices, gift vehicles, and blended gift strategies.
- Train and mentor Development team members to strengthen organizational knowledge of planned giving and support collaborative donor strategies.
- Oversee the preparation and administration of planned gift agreements, ensuring accuracy and compliance.

Strategic Fundraising Collaboration:

- Partner with the Vice President of Development to engage Board members in major and planned giving activities.
- Collaborate with frontline fundraisers to develop coordinated cultivation strategies for shared donors and prospects.

- Work across departments to identify opportunities for donor engagement and meaningful stewardship experiences.
- Represent the Oregon Symphony at donor meetings, cultivation events, and community functions.

Donor Communications & Operations:

- Develop compelling donor proposals, planned giving materials, case statements, and fundraising collateral that reflect consistent branding and messaging.
- Maintain accurate donor records and portfolio activity within Tessitura and other fundraising systems.
- Ensure fundraising activities comply with organizational policies, legal requirements, and industry best practices.
- Monitor portfolio activity and fundraising progress, providing reports, forecasts, and recommendations to support departmental goals.

QUALIFICATIONS:

- Bachelor's degree and at least five years of progressively responsible fundraising experience with an emphasis on major and planned gifts, or an equivalent combination of education and experience.
- Minimum of one year of direct planned giving experience.
- Demonstrated success cultivating, soliciting, and closing major and planned gifts; campaign experience is preferred.
- Strong understanding of planned giving vehicles, donor-centered fundraising strategies, and relationship management.
- Excellent written, verbal, and interpersonal communication skills, with the ability to build trust and cultivate meaningful donor relationships.
- Strong organizational and project management skills, with the ability to manage multiple donor strategies simultaneously.
- Experience with donor CRM systems; Tessitura experience strongly preferred.
- Proficiency with Microsoft Office applications.
- Collaborative leadership style with the ability to mentor colleagues and contribute to a high-performing fundraising team.

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 currently follows a hybrid work model with 2-3 days per week in the office. Regular attendance at donor meetings, concerts, cultivation events, and other evening or weekend activities is expected to support fundraising efforts and strengthen donor relationships.

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.