

**Job Title:** Director of Individual Philanthropy  
**Department:** Philanthropy  
**Reports to:** Vice President of Philanthropy  
**Supervises:** Manager of Leadership Giving, Manager of Individual Giving, Donor Information Specialist  
**FLSA Status:** Full-time Exempt

**Description:**

The Kansas City Symphony is seeking an energetic, thoughtful, and goal-oriented Director of Individual Philanthropy to lead our individual giving initiatives. The Director, reporting to the Vice President of Philanthropy, will play a critical role in developing and executing individual giving strategies focused on major and planned gifts that support the aggressive growth trajectory the Symphony is pursuing. With a spirit of leadership and collaboration, the Director will ensure alignment across all individual giving activities including communication, content development, resourcing, scheduling, and more. The Director will possess a track record of success in securing major gifts while leading a highly competent and energized team. The Manager of Individual Giving, Manager of Leadership Giving, and Donor Information Specialist report to this position.

**Key Responsibilities:**

**1. Collaboration & Leadership:**

- a. In partnership with the Vice President of Philanthropy, support advancing the growth and maturation of the Symphony's philanthropic program by designing and implementing systems to optimize fundraising operations.
- b. Mentor and develop a team of two front line fundraisers and a data information specialist to support their success and achievement of goals.
- c. Provide expertise to staff, Board members, and other volunteers on identifying and cultivating major & planned gift prospects.
- d. Oversee the development of all donor communications, and the subsequent cultivation and stewardship activities for individual donors.

**2. Growth & Engagement:**

- a. Establish and exceed annual goals for all individual giving activities including planned giving, major gifts, annual fund gifts, and donor acquisition.
- b. Design and implement a robust donor upgrade program to support donors moving through the giving cycle.
- c. Monitor progress on all individual philanthropy goals throughout the year and regularly report to the Vice President of Philanthropy and other leaders.
- d. Coordinate with other philanthropy team members and staff across the organization to develop an annual calendar of communications & activities.



### **3. Portfolio Management:**

- a. Manage a portfolio of 75 donors with a gift capacity of \$10,000 and above.
- b. Realign the existing portfolio of planned giving prospects and jumpstart engagement with prospects to reach annual planned giving goals.
- c. In partnership with the Vice President of Philanthropy, manage the administration of donor benefits, recognition & stewardship.
- d. Developing strategies for attracting and stewarding new donors.

### **Qualifications**

- Bachelor's degree in a relevant field.
- Minimum of five years' experience soliciting planned and major gifts.
- Strong team-player with excellent interpersonal and communication skills.
- Experience with managing a team.
- Goal-oriented with a commitment to growth and change.

### **Other:**

**Language Skills:** Excellent written and oral communication skills.

**Physical Demands:** Position requires the ability to sit at a desk and operate a computer for prolonged periods. Some lifting required. Ability to drive a car and climb stairs is also required.

**Schedule:** In addition to regular office hours (Monday-Friday, 9 a.m.- 5 p.m.), some weekend and evening work is required.

The Kansas City Symphony is an Equal Opportunity Employer. We encourage applications from all qualified individuals without regard to race, color, religion, gender, sexual orientation, gender identity or expression, age, national origin, marital status, disability, or veteran status.

Resumes should be sent to Alex Fruin at [afruin@kcsymphony.org](mailto:afruin@kcsymphony.org)