



Director of Philanthropy and Patron Relations

The Oakland Symphony is seeking a **Director of Philanthropy and Patron Relations** to join a dynamic leadership team that prioritizes artistry, education, diversity, equity and access for audiences, staff and musicians.

THE ORGANIZATION

Oakland Symphony strives to enrich the city's cultural life by championing symphonic music performance and music education. It is a leading regional performing art organization that is nationally known for its inclusive programming and connection to the community. We seek a Director of Development who prioritizes a diverse, equitable, and inclusive environment and is passionate about increasing the reach and impact of Oakland Symphony's programming.

POSITION SUMMARY

The Director of Philanthropy and Patron Relations will lead and implement both annual and multi-year fundraising strategies, including directing a comprehensive legacy campaign to ensure the long-term sustainability and growth of the Oakland Symphony. The successful candidate will be responsible for major gift cultivation, donor stewardship, institutional fundraising, and overseeing planned giving strategies. They will excel at building and nurturing donor relationships, fostering a culture of philanthropy, and working collaboratively with the CEO, Board, and other stakeholders. This role requires balancing multiple priorities while focusing on strategies that maximize contributed revenue through individual, corporate, and foundation support. Additionally, the Director will manage and mentor a team to support the Symphony's fundraising goals.

Reports to: Chief Executive Officer (CEO)

Direct Reports: Development Specialist, Institutional Giving Manager

ESSENTIAL DUTIES AND RESPONSIBILITIES

Campaign Management & Fundraising Strategy

- Direct the multi-year strategic fundraising plan for the \$9M comprehensive legacy campaign.
- Develop and implement strategies to identify, cultivate, solicit, and steward new major gift donors.
- Engage with Executive staff, Board members, and Legacy Committee volunteers to solicit individual gifts through in-person visits, phone calls, and written correspondence for the Campaign, Annual Fund, and special projects.
- Oversee and support institutional fundraising efforts, including grants and corporate sponsorships, ensuring alignment with the overall campaign strategy.
- Develop and implement a planned giving strategy to grow the Symphony's endowment through

- legacy gifts and bequests.
 - Oversee and support the planning of major fundraising events and donor cultivation activities, ensuring alignment with campaign goals.
 - Use data analysis and donor research to inform fundraising strategies, monitor trends, and identify new giving opportunities.
 - This position will work with organizational leadership to grow Oakland Symphony's annual philanthropic revenue to \$3M+.
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Donor Relations & Stewardship

- Implement, coordinate, and evaluate stewardship activities, including solicitation schedules, donor recognition, and benefits.
 - Develop a streamlined donor communications plan to enhance engagement and retention.
 - Serve as a visible and engaged public representative of the Oakland Symphony, building and nurturing relationships with donors and the community.
 - Attend Oakland Symphony concerts and events, hosting donors and prospects to strengthen relationships and cultivate new supporters.
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Team Leadership & Oversight

- Supervise and lead two direct reports, providing guidance and ensuring effective project management.
 - Hire and onboard a newly created Institutional Giving Manager role who will be responsible for developing and managing a comprehensive institutional giving strategy, including identifying, cultivating, soliciting, and stewarding relationships with foundations, corporations, and government agencies to secure significant grants and sponsorships in support of the organization's mission
 - Oversee the work of the Development Specialist who supports donor communications, stewardship, events, gift processing, and database management.
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Budgeting & Performance Tracking

- Develop and manage contributed revenue and expense budgets for fundraising efforts.
 - Manage systems and reports across all development categories to track performance against goals, assess annual projections, and improve donor retention.
 - Focus on increasing donor giving, re-engaging lapsed donors, acquiring new donors, and maximizing overall donor retention.
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Cross-Department Collaboration

- Collaborate with marketing and PR teams to ensure consistent messaging and alignment with organizational timelines.

QUALIFICATIONS

- 6+ years of experience as a fundraising professional, including 3+ years in a leadership role.
- Demonstrated expertise in identifying, cultivating, soliciting, and stewarding donor relationships.
- Proven success in cultivating prospects, making in-person asks, and securing 5- and 6-figure gifts,

- including planned gifts, endowments, and major gifts for special initiatives.
- Track record of effectively managing all aspects of the Annual Fund, including Board giving, major gifts, broad-based (direct response) giving, foundation grants, corporate sponsorships, and government funding.
 - Exceptional written, verbal, organizational, and management skills.
 - Experience in budget development and management, including income projections and expense tracking.
 - Previous experience working with volunteers to support fundraising initiatives.
 - Strong leadership and management abilities that inspire and motivate teams.
 - Excellent social and interpersonal skills to build strong internal and external relationships.
 - Experience in performing arts organizations is a plus.
 - Familiarity with Salesforce/Patron Manager or similar CRM software is an advantage.
 - Flexibility to work some evenings and weekends as required.

ATTRIBUTES

- Dynamic visionary with exceptional interpersonal and problem-solving skills;
- Flexible, focused, organized, and analytical problem solver
- Attention to detail, adherence to deadlines and ability to prioritize.
- Peopleperson and team player.
- Sense of humor.
- Learner who seeks to improve personally and professionally.

SALARY AND BENEFITS

Annual salary between \$110,000-\$125,000. Oakland Symphony offers generous vacation/benefits packages. Oakland Symphony is an equal opportunity employer and actively seeks diversity in staffing.

To Apply: Please submit your resume with a cover letter to Dr. Mieko Hatano, CEO, at jobs@oaklandsymphony.org.