

Director of Annual Fund and Gift Planning

The League of American Orchestras (americanorchestras.org) leads, supports, and champions America's orchestras and the vitality of the music they perform. Founded in 1942 and chartered by Congress in 1962, the League links a national network of thousands of instrumentalists, conductors, managers and administrators, board members, volunteers, and business partners. Its diverse membership of nearly 800 orchestras across North America runs the gamut from world-renowned symphonies to community groups, from summer festivals to student and youth ensembles. The only national organization dedicated solely to the orchestral experience, the League is a nexus of knowledge and innovation, advocacy, and leadership advancement for managers, musicians, volunteers, and boards. Its conferences and events, award-winning *Symphony* magazine, website, and other publications inform music lovers around the world about orchestral activity and developments.

Position Summary:

The Director of Annual Fund and Gift Planning reports to the Vice President of Development and is responsible for leadership, management, and execution of the League's annual and gift planning programs. This position will play a vital role in growing philanthropic revenue for the League's annual fund and in the expansion of its planned giving program, The League Legacy Society. Working with a highly collaborative and results-driven team, the Director of Annual Fund and Gift Planning's responsibilities include cultivating, soliciting, and stewarding Annual Fund contributions, executing year-round fundraising appeals, and managing volunteers. The successful candidate will be self-motivated, entrepreneurial, and willing to take complete ownership of critical duties.

Salary Range: \$70,000 - \$75,000

Primary Responsibilities:

- Develop and implement a strategic and comprehensive plan for increased support and participation rates for League Annual Fund donors and prospects.
- Direct the development and production of all Annual Fund materials for print, digital, and social media channels.
- Lead and manage the League's national volunteer constituency, serving as the liaison for the League's National Volunteer Council.
- Manage a portfolio of donors and solicit constituents for Annual Fund, working closely with development team to build strategy move prospects through the donor pipeline.
- Produce relevant Annual Fund content for web and print materials publications.
- Help plan and execute cultivation and stewardship events for donors and volunteers.
- Create and manage a schedule of multidimensional appeals that leverages a variety of media (including electronic solicitation, direct mail appeals, face-to-face solicitations, events) to communicate with potential and current donors.
- Plan and execute the League's annual fundraising appeal during National Conference.
- Develop strategies to qualify, cultivate, solicit, and steward prospects and donors in order to secure planned gifts including bequests, life income gifts, qualified charitable distributions, appreciated securities, and other gift vehicles.
- Manage a portfolio of planned giving prospects/donors with the goal of increasing the number of planned gifts and known bequest expectancies.

- Provide relevant information and access to donors, their advisors, other outside allied professionals on the benefits and implications of various planned giving instrument vehicles.
- Keep abreast of current tax laws and planned giving trends.
- Oversee the communications for The League Legacy Society, the League's recognition program for planned gift donors.
- Knowledge of all planned giving vehicles and the ability to present them to a range of constituents.
- Work collaboratively with members of all departments.
- Other duties as assigned.

Qualifications:

BA and/or relevant work experience required. Prior experience in a non-profit environment preferred. Demonstrated willingness and ability to manage multiple tasks simultaneously. High proficiency in Microsoft Word, Excel, and Outlook. CRM experience preferred. Excellent interpersonal skills, including the ability to interact and communicate professionally with staff, board, and donors.

To Apply:

Please submit a cover letter and resume to awood@nonprofithr.com with "League Director of Annual Fund and Gift Planning" in the subject line. No phone calls please.

The League of American Orchestras is an Equal Opportunity Employer.

