



Position Title: Major Gifts Officer

Reports To: Chief Executive Officer

Location: Chicago, IL

Status: Full-Time, Exempt

About the Organization:

Since 1987, Chicago Sinfonietta has been a bold and innovative force in classical music, championing equity, diversity, and inclusion through exceptional performances and programs. As a professional orchestra, we are committed to transforming lives through symphonic music while reflecting the dynamic diversity of our city and nation.

Position Summary:

The Major Gifts Officer is the senior-most fundraising leader at Chicago Sinfonietta. The Major Gifts Officer will be responsible for expanding the base of major gift donors, primarily from individuals, on a local, regional and national level. The Major Gifts Officer will work to increase support by cultivating and stewarding effective relationships by maintaining an active fundraising schedule that includes strategic visits, and ongoing cultivation and solicitation. They will maintain a portfolio of 100 current and potential donors with five to six-figure plus capacity excluding Board and honorary Board members. In addition, they will maintain an active schedule of cultivation and solicitation visits securing gifts averaging \$1,000 and more. This position requires excellent interpersonal skills, data-driven portfolio management, and the demonstrated ability to meet fundraising goals. The ideal candidate will be self-motivated, well-organized and possess a sales mentality.

Reporting directly to the CEO, this role serves as a key strategic partner and visible ambassador of the organization, cultivating meaningful relationships with donors, funders, and stakeholders.

This role will help to establish and lead a culture of philanthropy needed to support Chicago Sinfonietta's mission and long-term vision. This is a hybrid role with the expectation to work onsite at the Chicago Sinfonietta office on Tuesdays, Wednesdays, and Thursdays. Additionally, the individual in this role will attend various business meetings and events in the Chicagoland area, outside of normal business hours, as part of their fundraising and donor development responsibilities. Knowledge of customer relationship databases and appreciation for music is a plus.

Key Responsibilities:

- Identify, cultivate, and solicit major gifts of \$1,000+ supporting annual fund, planned/legacy giving event sponsorship (SoundScape), Freeman Fellows, Social Justice Institute and other Chicago Sinfonietta initiatives.
- Partner with the Director of Development and CEO in advancing corporate giving opportunities that align with organizational priorities, as needed, while focusing primarily on individual major gifts.
- Develop relationships that lead to increased support by cultivating and stewarding donors through face-to-face meetings and regular communication.
- Actively manage a portfolio of 100 major gift donors and prospects with an emphasis on securing new gifts through timely and strategic action.
- Attend performances, receptions, and events with a view to advancing donor relationships.
- Develop individualized cultivation and solicitation plans for each donor; prepare reports / briefings for the CEO and President to show progress.
- Pull reports to track progress on revenue goals and review portfolio next steps on a regular basis.
- Record donor touchpoints and update donor plans in customer relationship database.



- Serve as liaison for major gift donors providing donor fulfillment and other patron service-related needs as it pertains to tickets and event attendance.
- Ensure that donor renewals and requests for upgrades are handled in a timely and thoughtful manner.
- Performs other responsibilities as requested or assigned by management.

Qualifications:

- 5+ years of aggressive fundraising experience closing high-capacity gifts
- Bachelor's degree preferred or related experience.
- Demonstrated experience and success in nonprofit fundraising/development or for-profit sales and communications with a minimum of three years' experience.
- A self-starter driven by results.
- Ability to set goals strategically and oversee execution. Organized, prepared, detailed-oriented.
- Proven ability to interact and influence philanthropic leaders.
- High level of discretion and ethical approach to fundraising.
- Ability to establish and maintain good working relationships throughout the organization and with external constituencies.
- Excellent written and verbal communication and presentation skills compelling individuals to act.
- Sense of humor.
- Proficiency in database management, Microsoft Office Suite, and other computer skills.
- Knowledge of and appreciation for music is a plus.

Preferred Knowledge

- Deep knowledge of nonprofit fundraising, particularly in the arts and culture sector.
- Understanding of the local and national philanthropic landscape, particularly equity-centered funders.
- Financial acumen in budgeting, forecasting, and donor trend analysis.

Compensation & Benefits

Salary range for this role is \$80,000-\$90,000 and considered to be commensurate with experience and competitive within the nonprofit arts sector. Benefits include health insurance, paid vacation and holidays, and professional development support.

To Apply

Qualified candidates should submit a résumé and thoughtful cover letter to hr@chicagosinfonietta.org detailing relevant experience and motivation for applying.