



<b>Job Title:</b> Philanthropy Officer	<b>Department:</b> Development
<b>Reports to:</b> Director of Development	<b>Physical location:</b> KMFA 89.5   Austin, TX
<b>Job Type:</b> Full-Time Exempt	<b>Salary Range:</b> \$60,000 - \$65,000 per year

## SUMMARY

The Philanthropy Officer oversees the engagement and growth of the organization’s major donors giving over \$5,000 annually. The Officer engages donors directly through personalized communications and outreach that deepens their relationship with KMFA. The Officer works closely with the Director of Individual Giving to create a pipeline for increased revenue, retention, and acquisition of new major donors through consistent identification, exceptional engagement, timely online and direct mail solicitation, and relevant stewardship. In addition, the position works with the Director of Development on strategies to expand the major donor portfolio and increase the major gift minimum to \$10,000 over 3 years. KMFA is built on a public media membership model: this role will cultivate both membership renewals for the annual fund and major gifts for special projects including the *Dear Music* capital campaign continuing through 2025. This is an exciting opportunity to join a close-knit, passionate team of professionals dedicated to sharing the inspirational power of classical music with listeners in Central Texas and beyond.

## ESSENTIAL DUTIES AND RESPONSIBILITIES\*

- Manages, stewards, and grows a tiered portfolio of approximately 150 active major donor households and prospects.
- Develops and executes annual comprehensive work plan and coordinates external communications for major donors in coordination with Director of Individual Giving and Membership Director.
- Learns about KMFA programs and projects to effectively communicate KMFA’s mission and vision and reports impact back to major donors.
- Achieves annual goals for meaningful one-on-one contact and donor meetings for cultivation, solicitation, and stewardship efforts.
- Attends KMFA events regularly to identify prospects and cultivate and steward existing major donors.
- Updates donor database with call and email notes, event attendance, and other relevant information about major donors.
- With support of Director of Development, tracks and meets annual revenue goals and monitors expense budget for major donor activities.
- Develops specialty benefits for major donors in coordination with Director of Individual Giving to innovate and improve the Patron Circles benefits program beyond the Fortissimo Circle.
- Collaborates creatively with Director of Events and Event Manager as point of contact on any major donor events.
- Leads acquisition of new major donors by working in partnership with Director of Individual Giving to strengthen pipeline from the mid-level.
- Works alongside Development Manager to ensure good data hygiene in the CRM and



timely acknowledgement of all gifts.

- Researches, identifies, and develops donor profiles with support of Development Manager.
- Works alongside the Director of Development and CEO to develop strategic donor proposals and offers aligning donor inclination and capacity with key programmatic priorities.
- Meets with Director of Development regularly to discuss strategy, roadblocks, and opportunities.

#### **REQUIRED KNOWLEDGE AND SKILL QUALIFICATIONS**

- Bachelor's degree from an accredited college or university or equivalent combination of education and/or experience.
- Three to four years' experience in development full-time or equivalent combination of experience in similar sectors.
- One to two years' experience cultivating and soliciting major gifts of \$5,000 and above.
- Demonstrates a strong donor service attitude with a focus on donor-centered fundraising.
- Strategic and creative thinker; highly organized and able to meet deadlines and achieve revenue targets.
- Superior verbal communication and interpersonal skills.
- Working knowledge and familiarity with CRMs and reporting.
- Takes a data-driven approach to innovating and meeting goals.
- A team player with excellent interpersonal skills.
- Exhibits a self-starter attitude and enjoys working autonomously.
- Maintains a high level of integrity and adheres to KMFA's gift acceptance policies.
- Personable, authentic, and excels in relationship-building.
- Personal connection to or love of classical music and the arts preferred.

#### **WORK ENVIRONMENT REQUIREMENTS**

- Exempt position that will be required to occasionally work extended workdays, evenings, and weekends for events.
- In-office work hours dependent upon organization-wide policy. KMFA currently follows a hybrid schedule with staff required in-office on Tuesdays and Thursdays.

Interested parties should email a resume and cover letter to [jobs@kmfa.org](mailto:jobs@kmfa.org).

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*\*This job description reflects management's assignment of essential functions; and nothing in this document restricts management's right to assign or reassign duties and responsibilities to this job at any time.*