



## **Job Description**

### **Director of Leadership Gifts**

Reports to Director of Development

#### **BACKGROUND:**

Thanks to generations of musicians, leaders, donors, and audiences, the Grand Teton Music Festival (GTMF, the Festival) is stronger than ever before.

In 2023, the Festival shared music with 21,341 people, setting new records for sales, attendance, and fundraising. This year, GTMF marked our 63<sup>rd</sup> season and celebrated the 50<sup>th</sup> birthday of our acclaimed performance venue, Walk Festival Hall, at the base of Jackson Hole Mountain Resort. GTMF also broke sales and attendance records again. We expect to surpass the annual fundraising record by year-end. Now, we're looking to the future.

In 2022, the Festival Board completed a new strategic plan. That plan identified three key opportunities for the years ahead: doubling musician compensation, stabilizing housing costs, and renovating Walk Festival Hall. To address them, GTMF has launched the largest fundraising effort in its history — the *Setting the Stage* campaign. After just over one year of quiet phase fundraising, the campaign has attracted substantial leadership support. Now, the Festival is focused on developing the additional leadership and major gifts necessary to transition the campaign into a public phase.

Donors are the key to it all, driving annual and campaign success. To grow the Festival's impact and secure the future, GTMF must attract, retain, and more deeply engage individual donors. People give to people, and there is no philanthropy without relationships. This is why the Festival is expanding the team and seeking a new Director of Leadership Gifts.

The Festival already offers unparalleled musical experiences for artists and audiences. Our goal is to offer giving experiences to match that level of excellence. The Director of Leadership Gifts will be an essential partner in realizing this vision.

#### **JOB SUMMARY:**

Reporting to the Director of Development, the Director of Leadership Gifts is a critical new role responsible for expanding the Festival's fundraising capacity. This position focuses on building relationships with donors capable of giving \$25,000 or more per year. By engaging current and prospective donors at all stages of the fundraising cycle, the Director will inspire transformational gifts to GTMF's *Setting the Stage* campaign and annual fund.

The Director of Leadership Gifts will work closely with the Executive Director, Director of Development, and the Board to:

- Identify donors and prospects who would find personal attention from Festival leadership meaningful, facilitating opportunities that advance donors' relationships with the Festival.
- Introduce current and prospective donors to leadership at concerts and events during the Festival season, ensuring that donors feel recognized and valued through personal, face-to-face interactions.
- Collaborate with leadership to thank and steward donors after gifts are made, reinforcing the Festival's appreciation.
- Serve as a thought partner in advising on strategies to grow major and leadership gifts for both the annual fund and the *Setting the Stage* campaign.
- Advance the Festival's culture of philanthropy to ensure GTMF offers donors a best-in-class giving experience in Jackson Hole.

### **DUTIES/RESPONSIBILITIES:**

Lead and expand major gift strategies, cultivation, and solicitation, focusing on donors with the capacity to give \$25,000 or more annually or \$100,000 or more to the campaign. Manage a portfolio of 100–120 major gift donors and prospects, maintaining a high level of personalized engagement. Complete 2-3 substantial interactions with each donor or prospective donor in the portfolio within the first 12 months. Track moves management for all major gift prospects and donors, maintaining accurate records and gift documentation in the Festival's database. *Percent of time spent on achieving results: 35%*

Grow the Festival's donor pipeline through a robust qualification program. Develop cultivation plans that provide access to Festival leadership, musicians, and visiting artists. Inspire new and increased giving by clearly articulating the Festival's impact. *Percent of time spent on achieving results: 35%*

Leverage the networks and expertise of Board members and stakeholders to advance fundraising efforts. *Percent of time spent on achieving results: 20%*

Represent the Festival and initiate non-transactional interactions with donors at as many concerts, receptions, and fundraising activities as possible. *Percent of time spent on achieving results: 10%*

### **SUPERVISORY RESPONSIBILITY:**

Job titles of employees directly supervised: N/A

**MINIMUM EDUCATION AND EXPERIENCE:**

Bachelor's degree required; advanced degree preferred.

Minimum of 7 years of progressively responsible development experience.

**REQUIRED SKILLS/ABILITIES:**

- Proven success in securing major and principal gifts, preferably in a campaign context.
- Experience in the performing arts is a plus.
- Excellent interpersonal and communication skills.
- Proficient in Microsoft Office and donor database software (Raiser's Edge NXT preferred).
- Ability to prioritize multiple tasks and meet deadlines in a fast-paced environment.
- Willingness to attend events, particularly during the summer Festival season.
- Must live in Jackson Hole during the summer and be willing to travel for donor meetings year-round.
- Belief in the value of music and philanthropy to our world is a must.

**PHYSICAL REQUIREMENTS:**

Ability to regularly sit for long periods of time — over 70% of the time.

Ability to regularly work in a confined space — over 70% of the time.

Ability to repetitively move wrist, hand and/or fingers — up to 70% of the time.

Ability to occasionally talk, stand, walk, drive, reach with hands/arms — up to 40% of the time.

This is a full-time position based in Jackson, WY. GTMF provides a flexible work schedule September—June; night and weekends are required July & August. Housing assistance is available for employees of GTMF.

To apply, please email a resume and cover letter to [jobs@gtmf.org](mailto:jobs@gtmf.org).

The preceding job responsibilities and tasks were designed to indicate the general nature and level of work performed by associates in this job. It is not designed to contain or be interpreted as a comprehensive inventory of all job duties and responsibilities required of associates assigned to this job. Associates may be required to perform other duties as assigned. Additional job competencies, individual goals, and performance measurements are set at the department level.