



Director of Individual Giving Position Description

About The Mendelssohn Choir of Pittsburgh

The Mendelssohn Choir of Pittsburgh (MCP), the region's premiere symphonic chorus and oldest continuously performing arts organization at 114 years young, occupies a unique position in the Greater Pittsburgh arts landscape: it is an independent arts organization that simultaneously has been the choral partner of the Pittsburgh Symphony Orchestra (PSO) for almost 100 years—a signature accomplishment and a core part of MCP's identity, and it is a professional chorus whose artists are primarily amateur singers. Through recordings, performances with the PSO heard over Public Radio International (PRI), and innovative programming such as its composer in residence program and the new on-line Global Choral Traditions, MCP's impact can be felt on the regional cultural landscape and beyond.

About This Position

The Director of Individual Giving manages all individual donor relationships and respective membership campaigns including special event, annual support, and project-based support. The Director will execute year-round cultivation and stewardship efforts to ensure MCP's financial goals are achieved.

This is a full-time position (40 hours per week) that requires some evenings/weekends including attendance at MCP concerts and events. Reporting to the Executive Director, the Director of Individual Giving will work closely with MCP's Music Director, board members, and other stakeholders as necessary.

The Director of Individual Giving is a new position that is grant funded for three years. It is an exciting opportunity to develop and implement a multi-faceted individual giving program and to help MCP tell its story in compelling ways to further deepen its relationship with current donors and attract new ones. Continuation of the position beyond the initial granting period will be contingent on MCP's success at expanding and generating new individual contributed revenues.

Essential Roles and Responsibilities

- Manages annual giving program including all communications and solicitations, donor and gift tracking, and benefit fulfillment for memberships.
- Directs and manages a Major Gifts portfolio including project-specific support and event support through in-person and written interactions and tracking of said work throughout the year.
- Manages the pipeline of individual giving prospects at all levels, focusing on upgrades throughout

the donor experience.

- Manages donor relationships of senior leaders of the organization including the Executive Director, Music Director, and key staff and board members.
- Staffs a newly created Board Development Committee.
- Provides oversight in planned giving as needed.
- Tracks and maintains giving projections to ensure financial goals are met.
- Works collaboratively with other staff to cultivate and solicit donors for institution-wide priorities and to create a broad culture of stewardship.
- Ensures appropriate donor acknowledgment, stewardship, and recognition.
- Develops effective and compelling proposals and case statements for support.

Required Skills, Education, and Experience

- Bachelor's degree required.
- Four to six years successful experience in individual giving.
- Successful experience in direct donor interaction and managing multi-level individual giving campaigns.
- Ability to communicate effectively to internal and external audiences through exceptional personal presentation and persuasive writing.
- Ability to understand the needs and interests of leadership and major gift donors in order to develop relationships between them and the organization.
- Excellent interpersonal skills and high emotional intelligence.
- Desire to work in a collaborative environment stressing mutual support for common objectives.
- Effective organizational and time management skills to be successful working in a virtual workplace environment and the ability to maintain a home office.
- Ability to maintain confidentiality when dealing with proprietary and/or sensitive information.
- Possess a passion for the arts/music/choral singing, a sense of curiosity, and the ability to be flexible.

Compensation

Salary is competitive and DOE. Benefits include paid vacation, holidays, and reimbursement for certain employee home office and travel expenses.

To Apply

Submit resume and cover letter including your salary requirements/expectations and one brief writing sample to careers@themendelssohn.org. No phone calls, please. Applications will be reviewed on an on-going basis until the position is filled.

MCP is an Equal Opportunity Employer and is committed to creating an inclusive and equitable work environment. All applicants will be considered for employment without regard to race, color, religion, national or ethnic origin, sex, sexual orientation, gender identity or expression, age, disability, veteran status, or other characteristics protected by law. We encourage individuals of all backgrounds to apply. At the time of employment, you must present documentation that you are legally authorized to work in the United States.