



ANNUAL FUND MANAGER

Colorado Symphony Association (CSA) | Job Description

Title: Annual Fund Manager
Department: Development
Reports To: Director of Development
Classification: Full Time, Salaried

Position Profile

The Annual Fund Manager reports to and assists the Director of Development in implementing annual fundraising campaigns for the Colorado Symphony. The Manager will support and grow the CSA's fundraising activities by managing direct mail appeals, monthly giving programs, individual-level donor solicitations, donor stewardship and event support, and management of development systems.

Essential Duties and Responsibilities

- Annual Campaign Management
 - Responsible for planning, managing, and executing all elements of the Colorado Symphony's annual development campaigns including but not limited to direct mail, electronic communications, outbound calling outreach, and development social media activations.
 - Lead the symphony's efforts to grow and increase special fundraising initiatives such as monthly giving programs, new donor acquisition initiatives, Peer to Peer Fundraising, outside events, and other elements that support the annual fund.
 - The Annual Fund Manager will be responsible for developing cultivation plans for donors in their portfolio, communicating personally with donors about areas of interest and cases for support, and thanking donors in thoughtful and creative ways. Works with the Director to cultivate new donors, retain existing donors, and conduct discovery calls to qualify major gift prospects.
 - Supports the solicitation and renewal of all donations of \$1-\$2,750 monthly including mail solicitation, phone outreach, and email communications.
 - Identifies prospects from the low-mid-level giving to be cultivated into major donors to the CSA.
- Individual Donor Solicitation and Cultivation
 - Writes inspiring annual appeals efficiently, contributes content for monthly society newsletters, and facilitates ongoing email communications to keep our donors engaged.
 - The Annual Fund Manager will be responsible for developing cultivation plans for donors in their portfolio, communicating personally with donors about areas of interest and cases for support, and thanking donors in thoughtful and creative ways.
 - Works with Directors to cultivate new donors, retain existing donors, and conduct discovery calls to qualify major gift prospects.
 - Conducts weekly donor renewal calls and virtual/in-person meetings.
 - Develops and implements strategies for timely stewardship of mid-level donors.
- Support and Operations
 - Works with the Development Operations Senior Manager and Development Operations Coordinator to ensure accurate donor records and gift acknowledgment.
 - Works with Development Event and Membership Manager on fundraising and stewardship events by identifying potential guests; assisting with scheduling and planning, event execution, and event follow-up with supporters to continue cultivation opportunities.

- Maintains knowledge of internal and external best practices in nonprofit philanthropy by attending meetings and training as required.
- Assumes other tasks and responsibilities as assigned by the Directors of Development.
- A commitment to clean data tracking and donor moves management best practices.
- Provides administrative support as needed for departmental tracking and reporting.

Qualifications and Capabilities

Required:

- At least 2-3 years of experience in non-profit fundraising, preferably within the arts or a related field.
- Strong organizational skills, meticulous attention to detail, and proven ability to meet deadlines and manage multiple projects simultaneously.
- Excellent communication and interpersonal skills, with the ability to think strategically and solve problems effectively.
- Creative approach to donor engagement, combined with a passion for learning and development in fundraising strategies.
- Demonstrated project management expertise, including goal setting, creating action plans, managing timelines, and maintaining clear communication.
- Proficient in professional writing, editing, and presenting clear, persuasive messages.
- Collaborative, team-oriented mindset, with a positive attitude and the ability to build strong, productive relationships with diverse internal and external stakeholders.
- Willingness and ability to work in the Denver-based office 3-5 days a week.
- Flexibility to work evenings and weekends as needed to support events and activities.

Preferred:

- Proficiency in budget preparation and management.
- Advanced skills in Microsoft Office Suite, including Outlook, Excel, Word, SharePoint, and Teams.
- A Bachelor's degree or equivalent experience in fundraising or a related discipline.
- Experience in the performing arts sector is a plus.

Physical Capabilities:

- Must be able to handle the physical demands commensurate with an active administrative position, including lifting up to 25 lbs. of equipment

Compensation and Benefits

- Salary range **\$55,000- \$60,000** commensurate with qualifications and experience.
- The CSA offers a competitive salary and provides excellent benefits to all full-time employees including:
 - Health insurance – three options to choose from (PPO Base, High Deductible (both 100% employer paid for employee only), or Buy-Up); all at low cost to the employee;
 - Dental, Vision, Voluntary Life/Accidental/Critical Illness, and Identity Theft Insurance;
 - Short-Term and Long-Term Disability Insurance, 100% Employer paid;
 - Paid Family and Medical Leave Insurance, 50% Employer paid;
 - Health Savings Account and Flexible Spending Accounts, including Medical and Dependent Care, Employee Assistance Program, and Personal Loan Program;
 - Paid time off - vacation, sick leave, seven National holidays, and five floating holidays;
 - A 403(b) plan;
 - Discounted tickets to CSA concerts;
 - Work from home flexibility

How to Apply

Submit a cover letter and resume to jobs@coloradosymphony.org. Please put **ANNUAL FUND MANAGER** in the subject line of your e-mail. No phone calls please.

The Colorado Symphony Association an Equal Opportunity Employer.