



Annual Giving Manager

Colorado Symphony Association

Job Title: Annual Giving Manager
Department: Philanthropy
Reports To: Chief Philanthropy Officer
FLSA Status: Exempt
Salary Range: \$60,000 - \$75,000

Position Summary

The Annual Giving Manager is responsible for designing, implementing, and managing a comprehensive individual annual giving program to support the organization's mission and strategic priorities. This role drives donor acquisition, retention, and engagement through multi-channel fundraising campaigns, with a focus on growing unrestricted revenue and building a sustainable base of support.

Essential Duties and Responsibilities

Annual Giving Strategy & Execution

- Develop and execute a strategic individual annual giving plan, including direct mail, digital campaigns, and multi-channel appeals
- Work with Chief Philanthropy Officer to establish and manage fundraising goals, timelines, and budgets
- Analyze performance metrics and adjust strategies to optimize results

Donor Acquisition & Retention

- Grow and steward a pipeline of annual donors, with a focus on increasing participation and retention rates
- Develop segmentation strategies to personalize donor communications
- Implement donor upgrade strategies to increase giving levels over time

Campaign Management

- Lead the execution of calendar year-end, fiscal year-end, and special fundraising campaigns
- Coordinate production of appeals, including copywriting, design, and distribution
- Collaborate with marketing/communications to ensure brand consistency and strategic integration of communications across departments and channels

Data & Reporting

- Track, analyze, and report on key performance indicators (KPIs) such as response rates, average gift size, and donor retention
- Maintain accurate donor records in CRM/database
- Use data insights to inform strategy and forecasting

Collaboration & Leadership

- Partner with philanthropy team members on donor engagement strategies and moves management
- Work closely with philanthropy operations to reconcile revenue and track progress toward goals
- Collaborate with leadership to align annual fund initiatives with broader organizational priorities

Donor Stewardship and Communication

- Develop communications and stewardship strategies and tactics to deepen donor relationships and engagement
- Collaborate with marketing to develop and implement regular donor communications, including newsletters and impact reports
- Manage giving circle and membership programs to grow a loyal base of committed annual supporters

Other

- Conduct other duties as assigned
- Represent the Colorado Symphony to donors, patrons, and other external constituents as part of a holistic commitment to customer service and hospitality
- Regularly attend concerts and performances

Qualifications

- Bachelor's degree or equivalent experience
- 3-5+ years of fundraising or development experience, with a focus on annual giving preferred
- Proven track record of meeting or exceeding fundraising goals
- Strong analytical skills with experience using donor databases/CRMs (e.g., Tessitura)
- Excellent written and verbal communication skills
- Highly organized with strong project management abilities
- Ability to manage multiple projects and deadlines in a fast-paced environment

Preferred Qualifications

- Experience with digital fundraising tools and platforms (e.g., Donate2)
- Knowledge of donor segmentation and data analytics
- Experience in nonprofit, arts, education, or mission-driven organizations

Key Competencies

- Strategic thinking and execution
- Results-driven with strong attention to detail
- Relationship-building and collaboration
- Creativity and innovation in fundraising approaches

Compensation and Benefits

- Salary Range: \$60,000 - \$75,000 annually
- Health insurance — multiple plan options (PPO Base and High-Deductible plans are 100% employer-paid for the employee); all at low cost to the employee
- Dental, Vision, Voluntary Life/Accident/Critical Illness/Hospital Indemnity, 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
- 403(b) retirement plan
- Complimentary and discounted tickets to Colorado Symphony concerts
- Remote work flexibility on Mondays and Wednesdays (subject to operational needs)

How to Apply

Submit a cover letter and resume to jobs@coloradosymphony.org. Please put "Annual Giving Manager" in the subject line of your email. No phone calls, please.

The Colorado Symphony Association is an Equal Opportunity Employer.