



ASSOCIATE DIRECTOR OF PHILANTHROPY

Colorado Symphony Association (CSA) | Job Description

Title: Associate Director of Philanthropy

Department: Philanthropy

Reports To: Chief Philanthropy Officer

Classification: Full Time, Salaried

Position Profile

The Assistant Director of Philanthropy plays a key role in advancing the organization's fundraising efforts by managing a portfolio of donors, supporting strategic development initiatives, and driving revenue growth across annual, major, and institutional giving programs. This position partners closely with senior leadership to cultivate, solicit, and steward donors while helping to execute a comprehensive philanthropy strategy aligned with organizational goals.

Essential Duties and Responsibilities

Donor Cultivation & Stewardship

- Manage and grow a portfolio of individual and institutional donors and prospects, with a focus on mid-level and major gifts
- Develop and implement personalized cultivation, solicitation, and stewardship strategies
- Conduct donor meetings, attend events, and build meaningful relationships to deepen engagement

Fundraising & Revenue Generation

- Support the planning and execution of annual fundraising campaigns
- Identify, qualify, and solicit new donor prospects
- Partner with leadership on major gift strategy and solicitations
- Assist in developing proposals, sponsorship packages, and donor communications

Strategy & Program Support

- Collaborate on the development and implementation of the organization's philanthropy plan
- Track progress toward fundraising goals and individual activity metrics
- Support grant writing and institutional fundraising efforts as needed
- Contribute to campaign planning and execution, including special initiatives and capital campaigns

Events & Engagement

- Support donor events, cultivation opportunities, and stewardship activities
- Represent the organization at performances, community events, and networking opportunities
- Assist in planning and execution of fundraising events and donor experiences

Data Management & Operations

- Maintain accurate donor records and engagement activity in CRM systems
- Monitor donor pipeline and moves management processes
- Generate reports and insights to inform decision-making
- Ensure compliance with gift processing and reporting standards

Other

- Conducts other duties as assigned

- Represents the Colorado Symphony to donors, patrons, and other external constituents as part of a holistic commitment to customer service and hospitality
- Regularly attends concerts and performances

Qualifications

- Bachelor's degree or equivalent experience required
- 3–6 years of progressive experience in fundraising, development, or nonprofit advancement
- Demonstrated success in donor cultivation and solicitation, including closing gifts
- Strong interpersonal and relationship-building skills
- Excellent written and verbal communication skills
- Ability to manage multiple priorities and meet deadlines in a fast-paced environment
- Experience with CRM systems (e.g., Tessitura, Raiser's Edge, Salesforce) preferred
- Passion for the mission of the organization and commitment to philanthropy

Key Competencies

- Relationship Management
- Strategic Thinking
- Communication & Influence
- Results Orientation
- Collaboration & Teamwork
- Attention to Detail

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 **\$70,000 - \$75,000** 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;
 - Health Savings Account and Flexible Spending Accounts, including Medical and Dependent Care, Employee Assistance Program;
 - Paid time off - vacation, sick, seven holidays, and five floating holidays;
 - A 403(b) plan;
 - Discounted tickets to CSA concerts;
 - Work from home flexibility on Mondays & Wednesdays

How to Apply

Submit a cover letter and resume to jobs@coloradosymphony.org. Please put Associate Director of Philanthropy in the subject line of your e-mail. No phone calls please.

The Colorado Symphony Association an Equal Employment Opportunity Employer.