

Title: Development Event and Membership Manager
Department: Development
Reports to: Associate Director of Individual Giving
Additional Support: Director of Institutional Giving and Director of Individual Giving
Classification: Full Time, Salaried

POSITION PROFILE

The Development Event and Membership Manager is responsible for executing development department events; fulfilling individual donor benefits and recognition; managing membership groups such as The Colorado Symphony Guild, Women of Note, Crescendo Society, and Luminary Society Silver Level; and providing administrative support for department activities.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Development Department Events

- Coordinate donor stewardship, fundraising, and special events in collaboration with Development Department Directors, including managing event logistics, program outline support, catering, invitations, RSVPs, and post event stewardship. Events include:
 - Individual Donor Annual Events: Society/Membership Group Events, Open Rehearsals, Seated with the Symphony, Donor Receptions, Dedicated Concerts, and Chamber Musicales.
- Fundraising/Special Events: Red Rocks Event Receptions, Season Opener Party, Season Announcement Celebration, and End of Season Celebration.
- Support Annual Gala with contracted event planner and development staff, including:
 - Overseeing Gala communication schedule and implementation; management of Crescendo Society's involvement; support silent and live auction fulfillment post Gala.
- Work with Development Services and Support Senior Manager on event invitation and communication lists using Tessitura database.
- Coordinate event needs with Artistic, Marketing, Personnel, and Venue departments.
- Work with Marketing Department to schedule and standardize event messaging.
- Manage and communicate with staff and musicians for event support needs.
- Follow-up donor activity with thank you emails and/or cards as needed.
- Coordinate event debriefing meetings and notes.

Committee & Auxiliary Group Management

- Manage Development Committee calendar, meeting coordination, agenda distribution, meeting materials, and minutes; provide committee member support as needed.
- Membership benefit fulfillment: welcome letters, membership renewal process, and event communications.
 - Manage Women of Note, Crescendo Society, and Luminary Society Silver (\$2,750) renewals; support Associate Director of Individual Giving with Luminary Society Gold and Centennial Society renewals.
 - Benefit fulfillment: welcome letters, distribution of benefit information at time of gift, tracking benefit use, dedicated concerts, reporting on benefit use status to Associate Director of Individual Giving to support relationship building opportunities.
- Manage Crescendo Society Associate Board and membership group.
 - Schedule monthly meetings; collaborate with the Associate Board on yearly event and concert activation; provide internal support for Associate Board; manage communications to membership group, including the monthly newsletter.
- Serve as the primary liaison for the Colorado Symphony Guild, assisting the Guild President in coordinating needs with internal and Denver Arts & Venue vendors, and act as point-of-contact for Guild Shop managers.

Recognition and Stewardship

- Dedicated Concerts: create and distribute an annual dedicated concert survey; arrange dedication needs based on giving level including offering a backstage tour, toast, or reception; coordinate Voice of God announcements with artistic team and lobby plaque recognition with Development Operations Coordinator.
- Track and facilitate development department complimentary tickets.
- Enter donor stewardship/benefit status into Tessitura database (CRM) for further follow-up/tracking.

Administrative Support & Collaboration

- Represent the CSA and interact with all levels of the organization and donors.
- Work concerts and events as needed to support stewardship of existing donors, partners and prospects.
- Support Development Department with Annual Fund Campaigns; thank you notes, thank you calls, and staff + musician gratitude gatherings.
- Provide additional administrative support to the Development Department as needed.

QUALIFICATIONS AND CAPABILITIES

Required:

- A minimum of two-three (2-3) years of experience in non-profit fundraising and/or event management environment, preferably in the arts or related field.
- Ability to function in a fast-paced, team-oriented, constantly changing environment.
- Demonstrate superior organizational skills, attention to detail, and the ability to meet deadlines.
- Knowledge of fundraising practices.
- Proficient in Microsoft Suite of programs, including but not limited to Outlook, Excel, Word, SharePoint, and Teams.
- Effective communication and interpersonal skills; Excellent critical thinking, strategic planning, and problem-solving skills; a desire to think creatively about donor engagement; an eagerness to learn!
- Availability on evenings and weekends for event support.
- Personal Vehicle.

Preferred

- Experience in Arts Administration, Arts Management, Non-Profit Management, or similar field.
- A background and/or interest in symphonic music.
- Previous experience with Tessitura database and/or other customer relationship management software.

COMPENSATION AND BENEFITS

Annual salary range between \$55,000 to \$60,000, commensurate with qualifications and experience.

Benefits package to all full-time employees, including:

- Health insurance – three options to choose from: PPO Base (100% employer paid), Buy-up, or High Deductible, all at low cost to the employee.
- Low-cost to fully paid options for Dental, Vision, and Voluntary Life/Accidental/Critical Illness Insurance.
- Short-Term and Long-Term Disability Insurance, 100% Employer paid.
- Health Savings Account and Flexible Spending Account options, including Medical and Dependent Care, Employee Assistance Program, and Personal Loan Program; Paid time

off - vacation, sick leave, and designated holidays; A 403(b) plan with employer contributions.

- Work from home flexibility.
- Discounted tickets to CSA concerts.

HOW TO APPLY

Submit a cover letter and resume to jobs@coloradosymphony.org

Application Deadline: Thursday, February 29, 2024

Please put the title of the job position in the subject line or your email. No calls please.

The Colorado Symphony Association is an Equal Opportunity Employer.