



Philanthropy Events Manager

Colorado Symphony Association (CSA) | Job Description

Title: Philanthropy Events Manager
Department: Philanthropy
Reports To: Chief Philanthropy Officer
Classification: Full Time, Salaried

Position Profile

The Philanthropy Events Manager is responsible for the strategic planning, coordination, and execution of all fundraising and donor engagement events for the Colorado Symphony. This role plays a critical part in deepening donor relationships, supporting major gift cultivation, and creating exceptional experiences that reflect the Symphony's artistic mission and advance its philanthropic goals.

Essential Duties and Responsibilities

• Event Strategy & Planning

- Develop and oversee an annual calendar of philanthropy events, including cultivation events, stewardship receptions, donor recognition events, and fundraising galas
- Design event strategies that align with departmental fundraising goals and support donor acquisition, retention, and upgrade
- Establish event objectives, budgets, and success metrics in partnership with the Chief Philanthropy Officer and philanthropy team
- Continuously evaluate and refine the event portfolio to ensure relevance, impact, and return on investment

• Event Execution & Logistics

- Manage all logistical aspects of philanthropy events from concept through post-event follow-up, including venue selection, catering, audio/visual, décor, and vendor contracts
- Coordinate with internal departments including Marketing, Production, and Artistic to ensure seamless event experiences
- Develop and manage detailed run-of-show documents, staff and volunteer assignments, and day-of logistics
- Oversee on-site event management, serving as the primary point of contact for vendors, staff, and volunteers

• Donor Cultivation & Stewardship

- Partner with frontline fundraisers to design events that support moves management and major gift cultivation strategies
- Develop and manage guest lists in collaboration with philanthropy team members, ensuring strategic alignment with fundraising priorities
- Create personalized touchpoints and hospitality experiences for major donors, prospects, and board members
- Coordinate post-event stewardship follow-up, including thank-you communications, impact reporting, and next-step actions in partnership with gift officers

• Board & Volunteer Engagement

- Collaborate with board members and volunteer leadership on events, leveraging their networks to expand event reach and impact
- Provide clear direction, support, and communication to event volunteers and committee members
- Prepare briefing materials and talking points for board members, executives, and other event hosts
- 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.

• Budget & Financial Management

- Develop and manage event budgets, tracking expenses and ensuring cost-effective execution without compromising donor experience
- Identify and secure in-kind sponsorships and partnerships to offset event costs where appropriate

- **Data & Reporting**

- Partner with Philanthropy Coordinator to maintain accurate event records, guest lists, and attendance data in Tessitura
- Track and report on event performance metrics, including attendance, cost-per-donor, and impact on donor retention and pipeline
- Use data insights to inform future event strategy and resource allocation

- **Collaboration & Leadership**

- Serve as a collaborative partner across the Philanthropy department, supporting cross-functional initiatives and campaigns
- Work closely with the Marketing and Communications team to develop event invitations, promotional materials, and social media content
- Represent the Philanthropy department in organization-wide event planning conversations

- **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, including frequent evening and weekend events

Qualifications

- Bachelor's degree or equivalent experience
- 3-5+ years of event planning experience, preferably in a nonprofit, arts, or fundraising environment
- Demonstrated ability to manage complex, high-profile events from concept through execution
- Experience working with donor or constituent databases; familiarity with Tessitura a plus
- Strong project management skills with the ability to manage multiple events and deadlines simultaneously
- Excellent interpersonal skills with a polished, professional approach to donor and stakeholder relations
- Flexibility to work evenings and weekends as required by the event calendar

Preferred Qualifications

- Experience in performing arts or cultural institution setting
- Familiarity with fundraising principles and donor cultivation strategies
- Experience managing event budgets and vendor contracts
- Knowledge of Denver's philanthropic and corporate community

Key Competencies

- Strategic planning and creative execution
- Exceptional attention to detail and organizational skills
- Donor-centered hospitality and relationship-building
- Calm, solutions-oriented approach under pressure
- Cross-functional collaboration and communication

Compensation and Benefits

- Annual salary range **\$60,000 - \$65,000** 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 leave, seven national 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 Events Manager in the subject line of your e-mail. No phone calls please.

The Colorado Symphony Association an Equal Opportunity Employer.