



ANNUAL FUND MANAGER

Colorado Symphony Association | Job Description

Title: Annual Fund Manager
Department: Development
Reports To: Director of Individual Giving & Strategic Support
Classification: Full Time, Salaried

Position Profile

The Annual Fund Manager reports to and assists the Director of Individual Giving & Strategic Support in implementing fundraising activities for the Colorado Symphony. Our Development Team is looking for a full-time Annual Fund Manager interested in supporting and growing CSA's fundraising activities by managing activities including direct mail appeals, monthly giving programs, individual level donor solicitations, donor stewardship and event support, and management of development systems.

Essential Functions

- Responsible for all levels of direct mail and electronic appeal solicitation campaigns.
- Lead fundraising projects, monthly giving programs, special appeals, Peer to Peer Fundraising, outside events and other elements that support the annual fund.
 - Individual solicitation of gifts between \$10 and \$1000.
 - Supports donor societies as assigned.
 - Manages a portfolio of prospects and midlevel donors and reports monthly to Directors.
 - Conducts prospect research as needed.
- In tandem with the Director of Institutional Giving & Stewardship and the Events Manager, manages and solicits a portfolio of in-kind supporters, including event partners.
- Supports all aspects of fundraising and stewardship events and mission-driven programming.

Individual Donor Cultivation and Solicitation

Write inspiring annual appeals efficiently, contribute content for monthly society newsletters, and facilitate 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 conducts discovery calls to qualify major gift prospects.

Primary Responsibilities

- Responsible for all levels of direct mail and electronic appeal solicitation campaigns.
 - Mid-year and end-of-year written appeals and urgent appeals as needed, including Colorado Gives Day.
- Conducts weekly donor calls and virtual/in-person meetings.
- Develops and implements strategies for timely stewardship of mid-level donors.
- Maintain an up-to-date knowledge of CSA's mission and programs.
- Works with the Development Services and Support Senior Manager to ensure accurate donor records and gift acknowledgment procedures. Assists with gift entry and reconciliation.

- Works with Development Event and Stewardship Manager on fundraising and stewardship events by identifying potential guests; sending announcements and invitations; making and coordinating arrangements; 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.
- Manages a portfolio of 10-15 in-kind donor relationships that support stewardship and fundraising event efforts.
- A commitment to clean data tracking and donor moves management best practices.
- Provide administrative support as needed for departmental tracking and reporting.
- Always adhere to the highest ethical and professional standards and values.

Qualifications and Capabilities

- Required:
 - Education: Bachelor's degree or equivalent experience.
 - A minimum of two (2) years of fundraising experience.
 - Ability to function in a fast-paced, team-oriented, changing environment.
 - Demonstrate communication skills, attention to detail, and the ability to meet deadlines.
 - Proficient in Microsoft Suite of programs, including but not limited to Outlook, Excel, Word, SharePoint, and Teams.
 - Strong communication and interpersonal skills.
 - Flexible evenings and weekends for event support and ability to attend CSA concerts regularly
- Preferred
 - Experience in Arts Administration, Arts Management, Non-Profit Management, or similar field.
 - A background and/or interest in symphonic music.
 - A desire to think creatively about donor stewardship and engagement.
 - Previous experience with Tessitura database and/or other customer relationship management software.
 - Comfort and experience working with volunteers.

Compensation and Benefits

- Salary range \$48,000 - \$52,000 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, and Personal Loan Program;
 - Paid time off - vacation, sick leave, seven National holidays, and two 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 by Monday, May 1, 2023. 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.