

**ALABAMA SYMPHONY ORCHESTRA
JOB DESCRIPTION**

JOB TITLE: Development Manager
DEPARTMENT: Development (Endowment)
REPORTS TO: Director of Development

The Alabama Symphony Orchestra (ASO) is currently seeking a dedicated individual to support the strategic fundraising program of the Alabama Symphony Endowment. The ideal candidate will steward current donors while working to identify new prospects to meet campaign goals through various avenues. This position is a full-time, salaried position with benefits and reports to the Director of Development.

POSITION SUMMARY: The Development Manager's is to identify prospects for major gifts to meet the endowment campaign of \$9M. This organized individual will work with the endowment board and campaign committee to coordinate solicitations from individual donors, corporations and foundations.

The Development Manager also plans and implements Encore Society, the planned giving program for the ASO, including an annual stewardship event. This individual will also work on other campaigns as time permits.

DUTIES AND RESPONSIBILITIES:

- Ensure forward progress of the endowment campaign by helping to create a strategy for each prospect.
- Coordinates donor solicitation with members of the Endowment Board of Directors and Endowment Committee. Includes organizing meetings, correspondence to members and follow up on member assignments.
- Oversee day-to-day details of campaign implementation, arrangements and notifications for meeting, campaign correspondence, monitoring gift and pledge records.
- Uses prospect research methods to uncover possible major donors for the endowment.
- Attends solicitation meetings with the Endowment Committee and execute all follow up actions.
- Contributes to metrics-driven annual development plan by using analytical and statistical data, in regard to endowment giving income, to report on the status of revenue goals.
- Drive revenue growth by researching, identifying, and cultivating new donors to feed the pipeline of major giving while managing portfolio of annual donors.
- Oversees prospect management processes in Raiser's Edge as it relates to the endowment.
- Assists the Director of Development with developing the ASO's Planned Giving Program which includes campaign development, solicitation efforts and special events.
- Complete all administrative duties pertaining to the endowment campaign.
- Maintain a strong sense of teamwork and foster a positive and inclusive work environment.
- Assists with other events as needed.

MINIMUM REQUIREMENTS:

Four-year degree from an accredited university or 4+ years in a fundraising environment. Excellent written and oral communication; collaborative worker; strong interpersonal skills and ability to cultivate constituent relationships over time; strong administrative and organizational skills; highly developed attention to detail and the ability to manage multiple projects and meet deadlines. Computer literate with working knowledge of fundraising and database administration (Raiser's Edge preferred), mail merges, and tracking data for analysis.

CONTENT OF CONFIDENTIAL INFORMATION: a high level of confidentiality is required in this position due to the knowledge and processing of gifts and financial information of donors.

SALARY:

Commensurate with experience and skill level.