

**ALABAMA SYMPHONY ORCHESTRA
JOB DESCRIPTION**

JOB TITLE: Individual Giving Manager

DEPARTMENT: Development

REPORTS TO: Director of Development

The Alabama Symphony Orchestra (ASO) is currently seeking a dedicated individual to support the strategic fundraising program of the ASO. The ideal candidate will steward current donors while working to identify new prospects to meet annual goals through various avenues.

POSITION SUMMARY: The Individual Giving Manager's main responsibility is to secure gifts from individual donors (between \$25 and \$10,000) as well as assisting with identifying, cultivating and soliciting major gifts with the Director of Development.

The Individual Giving Manager plans and implements the individual giving program, the foundation of the annual giving program. The program focuses on the renewal of donors and patrons as well as the solicitation of prospects through various means including direct mail appeals, special events and campaigns. In addition, the Individual Giving Manager oversees the prospect management program in conjunction with the Database Manager

DUTIES AND RESPONSIBILITIES:

- Plans and implements the ASO's Individual Giving Program which includes solicitation and retention of donors and patrons through various means including one-on-one interaction, special events, direct mail appeals and online giving.
- Contributes to metrics-driven annual development plan by using analytical and statistical data, in regard to individual 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.
- Manages the giving benefits for various giving levels including periodic review and enhancements, customizing benefits, and benefit fulfillment.
- Plans and executes the Patron's Lounge, a benefit to mid-range and major donors. Including communication with donors, invitations, ticketing, food and beverage, and logistics.
- Liaison for Physicians & Faculty for the ASO planning their annual reception, tracking benefits, writing solicitation and promotional material, and partnering with them for their annual sponsored concert.
- 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 2 to 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. Experience and knowledge of direct mail marketing and USPS mail guidelines.

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.