

Title: Annual Fund Manager
Department: Development
Reports to: Director of Development
Oversees: N/A
Classification: Full Time, Exempt

POSITION PROFILE

The **Annual Fund Manager** reports to and assists the Director of Development in implementing annual fundraising campaigns for the Colorado Symphony. The Manager will support and grow the CSA's fundraising activities by managing direct mail appeals, monthly giving programs, individual level donor solicitations, donor stewardship and event support, and management of development systems.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Annual Campaign Management

- Responsible for planning, managing, and executing all elements of the Colorado Symphony's annual development campaigns including but not limited to direct mail, electronic communications, outbound calling outreach, and development social media activations.
- Lead the symphony's efforts to grow and increase special fundraising initiatives such as monthly giving programs, new donor acquisition initiatives, Peer to Peer Fundraising, outside events and other elements that support the annual fund.
- 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 the Director to cultivate new donors, retain existing donors, and conduct discovery calls to qualify major gift prospects.
- Supports the solicitation and renewal of all donations \$1-\$2,750 monthly including mail solicitation, phone outreach, and email communications.
- Identifies prospects from the low-mid-level giving to be cultivated into major donors to the CSA.

Individual Donor Solicitation and Cultivation

- Write inspiring annual appeals efficiently, contributes content for monthly society newsletters, and facilitates 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.

- Conducts weekly donor renewal calls and virtual/in-person meetings.
- Develops and implements strategies for timely stewardship of mid-level donors.

Support and Operations

- Works with the Development Operations Senior Manager and Development Operations Coordinator to ensure accurate donor records and gift acknowledgment procedures. Assists with gift entry and reconciliation.
- Works with Development Event and Membership Manager on fundraising and stewardship events by identifying potential guests; assisting with scheduling and planning, event execution, and 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.
- A commitment to clean data tracking and donor moves management best practices.
- Provide administrative support as needed for departmental tracking and reporting.

COMPENSATION

- Salary range \$55,000-\$60,000