



the phoenix symphony

**Job Title:** Annual Giving Manager

**Classification:** Exempt

**Reports to:** Chief Development Officer

### **Position Summary**

The Annual Giving Manager at The Phoenix Symphony is an integral part of the organization's development staff. The Annual Giving Manager is responsible for the overall success of the annual campaign that maximizes the organization's fundraising efforts, grows the number of individual donors (giving less than \$1,499 annually) and increases donor retention through effective donor stewardship, recognition and recruitment.

### **Primary Responsibilities:**

- Manage all aspects of the annual fund campaign including solicitation, stewardship and cultivation strategies targeting donors of \$1,499 and below
  - Oversee direct mail, email and telefund solicitations to donor giving levels of \$100 - \$1,499
  - Manage annual fund donor acquisition, retention, upgrades
  - Ensure all Annual Fund donor benefits are implemented
  - Directly manage donors within the \$100 - \$1,499 giving levels
  - Maintain current matching gift program
  - Plan, set goals and report activities to determine the effectiveness and outcomes of annual giving program and maintain accountable donor relations
  - Report monthly status of annual campaign
- Manage a robust multi-channel direct mail program including acquisition, email solicitations, newsletters, and telemarketing
- Provide organization, production and maintenance of annual fund campaign materials and data
- Implement administrative and donor-related activities for the annual fund campaign
- Collaborate with major gifts team to identify major gift / planned gift prospects within the position's portfolio
- Develop, manage and execute a comprehensive annual fund campaign. Supervise the implementation of donor mailings outside of direct mail program
- Prospect research including current/potential individual and institutional donors
- Implement on-going personal/written/phone contact with current donors/potential donors
- Produce monthly reports for the CEO, Board of Directors and Chief Development Officer
- Prepare and publish Annual Report in collaboration with Senior Development and Executive Staff

- Work with marketing and communications teams in developing and positioning development priorities, key messages and events
- Assists in Season Concert Duty which will require working on week nights and weekends at concerts and development events during the 38 week season as part of our on-going donor stewardship efforts
- Acts as a back-up for the Development Assistant
- All other duties as assigned

**Qualifications:**

- Bachelor's degree or equivalent required
- Minimum three (3) years in the fundraising field with proven success in soliciting annual gifts
- Basic knowledge of financial accounting principals
- Fundraising experience or education preferred

**Skills:**

- Excellent organizational, administration, telephone and interpersonal communication skills
- Ability to collaborate as well as work independently
- Ability to prioritize tasks, handle multiple assignments, and meet deadlines in fast-paced environment, while maintaining strict attention to detail
- Strong creative problem-solving skills
- Solid writing, editing and presentation ability
- Professional demeanor, flexible and able to respond to multiple demands
- Able and willing to take responsibility
- Proficiency with Microsoft Word, Excel, and PowerPoint required; experience with Tessitura database software a plus

**Work Hours:**

- Flexible schedule—early morning, late evening, and weekend hours occasionally required

**Interested persons should email resume, letter of interest and salary requirements to: [tpscareers@phoenixsymphony.org](mailto:tpscareers@phoenixsymphony.org)**

*The Phoenix Symphony is an Equal Opportunity Employer.*