



**POSITION ANNOUNCEMENT**

**DATE:** June 06, 2022

**JOB TITLE:** Development Manager

**REPORTS TO:** Director of Development

**JOB DESCRIPTION:**

The Development Manager works within the Asheville Symphony's Development team to expand its donor base through the identification, cultivation, and solicitation of both current and future contributors. They work closely with the Director of Development and Executive Director in the cultivation and stewardship of donors, CRM maintenance, event management, grant writing, and development of fundraising plans and business proposals.

**JOB DUTIES AND RESPONSIBILITIES:**

- Assist the Director of Development with the planning and execution of a comprehensive fundraising plan, including individual donors, business sponsorships, grant applications to local, regional and national foundations, and event-driven philanthropy.
- Provide donor pipeline oversight which includes delivery of donor benefits, research and communication about potential major donors, preparation of donor packets, and development of strategic activities and outreach to encourage new donors and higher levels of donor giving.
- Coordinate direct mail solicitations to be executed a minimum of four (4) times a year with social media and/or email communications in-between.
- Administrate a stewardship program aimed at cultivating deeper ties with patrons.
- Work in collaboration with Director of Development to develop and implement a business sponsorship program, research and identify potential sponsors, prepare proposals, and work with Board to identify matches between funding opportunities and company goals. Ensure that sponsor benefits are administered in a timely fashion.
- Work in collaboration with Director of Development, Executive Director, Board of Directors, Development Committee, and volunteers to plan and manage all special fundraising events, including V.I.P. receptions, annual fundraisers, etc.
- Manage all special event vendor contracts, ticket orders, and sponsor benefits, solicit for and organize silent and live auctions, and work with Marketing team to develop event collateral.
- Working with the Director of Development, assist with the organization and hosting of regular donor appreciation events, including post-concert receptions and open rehearsals.
- Professionally represent the organization in all contacts with donors, subscribers, sponsors and

funding organizations or agencies and /or at events.

- Assist the Director of Development with the writing of grant proposals to local, regional and national funders, including associated research and reporting/follow-up.
- Coordinate with the Director of Development to complete monthly fundraising reports detailing fundraising goal progress, and other donor information as required.
- Manage CRM records and administration of donor benefits within IRS guidelines, including the accurate and timely processing of donations, payments, and pledges; the maintenance of accurate and complete records of all charitable gifts for inclusion in the program book; and development-related data entry and maintenance of the ASO's CRM (PatronManager), including entering new accounts, updating existing accounts, ensuring correct constituency codes, membership levels.
- Provide database support for the Development operation including, but not limited to data extractions, list generation, constituent updates, maintenance of memberships, analysis of trends, and campaign progress reporting.
- Generate acknowledgements for all gifts within 72 hours of receipt, ensuring membership levels are appropriately adjusted, receipts are accurate, and donor incentives and benefits are properly fulfilled.
- As it relates to Development activities, develop and execute communications with donors, including but not limited to written correspondence, meetings, e-blasts, posting on social media, and other electronic means to help increase brand visibility and engagement while raising the profile of the Symphony and its programs.
- Coordinate administrative details associated with Development Committee and other meetings.
- Support the efforts of affiliate organizations such as the Asheville Symphony Guild, Asheville Symphony Chorus, Asheville Symphonettes, MusicWorks!, and Asheville Symphony Youth Orchestra.

#### **QUALIFICATIONS:**

- Minimum of 3 years of Development experience and background in the arts preferred.
- A Bachelor's degree or higher is required. Postgraduate and/or arts administration degree a plus.
- Experience with fundraising campaigns across multiple donor channels, including business partnerships, major donors, and annual giving.
- Knowledge of, and experience with, CRM systems (e.g.: Raiser's Edge, Tessitura, Patron Manager, etc.) with expertise in reporting and statistical analysis.
- Experience in researching, writing, and submitting grant applications to business, foundation, and governmental agencies.
- Fluency with computer applications such as Microsoft Office, including mail merges, sorting, and reporting capabilities, as well as importing and exporting data between Excel and CRM databases such as Tessitura, Patron Manager, Raiser's Edge, etc. Ability to learn and apply new technical skills.
- Experience with email marketing platforms such as Mailchimp or Constant Contact preferred.
- Skilled in creating powerful and compelling written and oral communications.

- Experience in managing special events, including annual fundraisers, silent & live auctions, etc.
- Friendly and professional demeanor that engenders relationships with donors and colleagues.
- Self-starter with ability to work independently and entrepreneurially, as well as build authentic relationships with donors and partners.

**ORGANIZATION/ORCHESTRA DESCRIPTION:**

**Asheville Symphony:**

The Asheville Symphony is a leader among cultural organizations in a desirable, arts-focused community. The Symphony has experienced remarkable growth in artistic excellence, educational and program offerings, and revenue in the last several years, reaching an audience of more than 40,000 annually through ticketed performances, community programming, and music education programs.

The Asheville Symphony provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state, or local laws. This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, compensation, and training.

**Asheville, North Carolina:**

Asheville is the largest city in Western North Carolina and is the regional center for medical services, manufacturing, transportation, banking and professional services, shopping, dining and the visual and performing arts. At 2,200 feet in elevation, Asheville is located on a plateau divided by the French Broad River, at the hub of the Great Smoky and Blue Ridge Mountains. The Asheville area is world renowned as a bustling tourist destination attracting over 11 million visitors and tourists each year who come for the natural beauty and vibrant hospitality the city offers. Asheville is a major destination for recreation activities and home to George Vanderbilt's Biltmore Estate. Every year, Asheville is listed in varied publications as one of the top 10 cities in which to live, retire, visit or dine. To learn more about Asheville-Buncombe's creative culture, the economy, and innovation check out the video "Asheville Creates." The video can be viewed at <https://vimeo.com/161182272>

Asheville's population is close to 93,000 and Buncombe County is just over 265,000. Academic institutions in the region include The University of North Carolina Asheville, Mars Hill, Appalachian State and Western North Carolina Universities, Warren Wilson, Montreat, Brevard, and Asheville Buncombe Technical Colleges.

**Compensation:** Commensurate with experience, within the range of \$36,000 - \$54,000

**Benefits:** Paid vacation; medical, dental, and life insurance

**Application Procedure:** Please submit cover letter and resume with the subject line "ASO Development Manager" to: [apply@ashevillesymphony.org](mailto:apply@ashevillesymphony.org).

**Application Deadline:** n/a

**Organization/orchestra web address:** [ashevillesymphony.org](http://ashevillesymphony.org)