

**Job Title: Development Manager**

**Direct Supervisor: Executive Director**

**Terms of Employment: Full-Time, Exempt**

### **Role Overview**

As a key member of the MSO management team, the Development Manager is responsible for the organizing, project management, and implementation of development and fundraising programs for the Maryland Symphony Orchestra (MSO). S/he coordinates and helps drive the success of MSO fundraising initiatives and donor stewardship special events. S/he works closely with the Executive Director, Board President, and Board Development Committee.

### **Minimum Requirements**

- Excellent computer, technology and database management skills and experience (minimum 2 years' experience working on a Salesforce or other CRM platform is a minimum non-negotiable requirement)
- At least five (5) years' successful experience in some combination of customer service, sales, and/or nonprofit fundraising
- Excellent interpersonal, human relations and communications skills as evidenced by past experience, in particular, with high needs, high-touch key stakeholders. Exceptional writing ability demonstrating clarity and on-target messaging
- Strong organizational and project management skills with the ability to balance and prioritize multiple tasks, and meet deadlines in a professional manner
- High School diploma (Bachelor's Degree preferred but not required)
- Must be able to work nights and weekends as needed
- Strong problem-solving skills used in a variety of situations
- Adept at working with people from a wide variety of ages, races, backgrounds, and socioeconomic levels
- Ability to perform the essential functions of the job with or without reasonable accommodations

### **Preferred Qualifications**

- Knowledge of and commitment to the strategic plan and goals of the Maryland Symphony Orchestra.
- Experience with grant-writing and grants management/administration
- Experience with PatronManager CRM
- Appreciation of classical music is helpful

### **Role Responsibilities**

- Working with the Executive Director and Board Development Chair, develop and implement annual fundraising plan
- Manage MSO moves/portfolio management system, including ensuring all moves managers (MSO board members and Executive Director) are executing and fulfilling designated moves, and providing detailed reporting and project management to ensure moves targets are met in an accurate and timely manner
- Manage a small portfolio of donor relationships to cultivate and solicit gifts for the Annual Fund, endowment, and other fundraising initiatives
- Research potential corporate, foundation, and individual annual fund and endowment prospects.

- Develop corporate, foundation, and private giving strategies for local, state, and national prospects.
- Create and maintain accurate and up-to-date donor and prospect lists, ensuring accuracy of donor listings in program materials.
- Manage and ensure accurate, smooth gift acknowledgment, gift processing and donor stewardship activities
- Create professional and relevant materials for volunteer use in effective donor stewardship and solicitation
- Work with Executive Director and Board Development Committee, as needed or directed, to secure sponsorships for concerts, receptions, and special events/projects.
- Manage engagement of grants consultant (contracted position)
- Organize and coordinate, with staff and appropriate Committee chairs, all MSO fundraising events, including but not limited to the MSO Symphony Ball, MSO Chamber Music Concert, and all donor stewardship events (IE Conductor's Circle annual event, etc)
- Serve as key liaison between the MSO and Maryland State Arts Council and prepare all needed annual proposals and reports
- Serve as primary volunteer manager for the organization Friends of the MSO
- Keep current with initiatives and literature in the field of fundraising and development; participate in state and national professional organizations devoted to the arts and/or development.
- Demonstrate courteous and professional demeanor to all stakeholders of MSO.
- Perform other tasks and assume other responsibilities as the Executive Director may assign.

#### **Additional Notes**

Salary range: \$33,000 to \$40,000 / annualized; Benefits include employer paid healthcare, HSA (health spending account), PTO, paid parking, and other fringe benefits

FTE: 1.0

**Position opens: January 3, 2019**  
**Please apply by: February 1, 2019**

To apply: send by email a cover letter (not longer than one page) detailing your background and interest in the position, as well your current resume/CV, and three professional references (all of these saved as one PDF document titled MSO\_Development\_ApplicantFirstNameLastName), to Executive Director Stephen Marc Beaudoin, at [sbeaudoin@marylandsymphony.org](mailto:sbeaudoin@marylandsymphony.org)