

DEVELOPMENT AND MEMBER ENGAGEMENT MANAGER



FLSA:	Full-Time/Exempt
REPORTS TO:	Executive Director
SALARY RANGE:	\$65,000-75,000, includes health and retirement benefits
WORK LOCATION:	Hybrid preferred, fully remote considered

The Association of California Symphony Orchestras (ACSO) is a statewide arts service organization headquartered in Downtown Los Angeles. For more than 50 years, ACSO has been the network, the hub, and the advocate for classical music in California and the western United States. A resource built to advance the orchestra industry by connecting and empowering its advocates, ACSO serves over 130 organizations and their 2,500+ board and staff members. We support a diverse array of members, including professional, academic, youth, and community-based orchestras, choruses, festivals, and aligned businesses.

ACSO values and celebrates the rich histories and diverse cultures found throughout California and commits to continued investment in training, resources, and services for the orchestral field in the areas of diversity, racial equity, and inclusion.

To read the ACSO mission, vision, strategic plan, and Racial & Cultural Equity & Inclusion Commitment, visit acso.org/about.

POSITION

ACSO seeks a full-time Development and Member Engagement Manager who understands that relationships are at the center of everything we do and is deeply committed to building a healthy, vibrant, and inclusive classical music community.

This position is best for a motivated and proactive individual with strong strategic, organizational, fundraising, and entrepreneurial skills who is comfortable multitasking and navigating different timelines while working independently within a four-person team.

This Development and Member Engagement Manager will play a key role in developing and implementing strategy around earned and contributed revenue growth in partnership with the Executive Director. This position is primarily responsible for advancing two key operational areas of the Association: 1) the fundraising program and 2) member programs and services.

RESPONSIBILITIES

Fundraising Program (50%)

- Execute the overall strategy around growth in contributed revenue, managing direct response campaigns, major gift prospect identification and prioritization, grant writing and management, and sponsorships.
- MAJOR GIFTS

- In partnership with the Executive Director and the Development Committee, develop a new major gifts strategy for ACSO.
- Maintain a portfolio of major prospects and donors.
- Support and guide the board on major gift solicitation.
- Function as staff liaison to the Development Committee.
- ANNUAL FUND & INDIVIDUAL GIVING
 - Oversee all aspects of Annual Fund campaigns, both digital and direct mail.
 - Support strategies and activities for individual donor cultivation, solicitation, stewardship, recognition, and upgrades.
 - Work with the Membership Coordinator to maintain the donor database, gift processing, and acknowledgment letters.
- GRANTS & SPONSORSHIPS
 - Research new grant sources, with an eye toward new foundation funding.
 - Prepare and submit grant proposals/reports to government, foundation, and corporate funding sources.
 - Maintain a grant management system and calendar.
 - Support strategies and activities for sponsorship cultivation, solicitation, stewardship, and upgrades.

Member Programs and Services (40%)

- MEMBER RELATIONS
 - Build relationships and motivate members to engage with and support ACSO, cultivating them with an eye toward the donor pipeline.
 - Work with the membership coordinator to collect and share news from the field and amplify members' work using ACSO's website, digital communications, and social media platforms.
 - Write and edit member communications and digital content.
- PROGRAMS & SERVICES
 - Respond to member requests for custom research or technical support and provide resources, guidance, and connection to experts as needed.
 - Work with the membership coordinator to further develop ACSO's resource library, business directory, and other online resources.
 - Work with the executive director to conduct an annual member survey to collect and share salary, budget, program, demographic, and other relevant data about organizational members.
 - In collaboration with the executive director and program manager, plan, implement, and assess the effectiveness of virtual and in-person networking events, seminars, workshops, webinars, and other professional development programs.
- ANNUAL CONFERENCE
 - Work as a key member of the team to ensure that the annual conference is successfully planned, executed, and evaluated.
 - Facilitate any donor-related events or recognition efforts as well as any onsite fundraising initiatives at the conference.

- Contribute to the creation of the printed program and marketing materials.

Other (10%)

- Support the Executive Director with board relationships, committees, and meetings.
- Co-supervise summer intern.
- Represent ACSO at member concerts and events, partner meetings, and donor/funder meetings.
- Other duties as assigned.

QUALIFICATIONS & SKILLS

- Minimum of five years of progressively responsible fundraising and program management experience, preferably within an association or nonprofit.
- Ability to articulate the case for support and to connect ACSO's mission and vision with the needs and interests of donors and funders.
- Experience developing and implementing strategies for annual fundraising, including experience with broad base direct response appeals and working with printing and mail shops.
- Experience developing and implementing individual giving and major gift strategies; experience cultivating and soliciting major gifts.
- Experience managing fundraising portfolios through stages of identification, qualification, cultivation, solicitation, and stewardship.
- Demonstrated success with grant writing.
- Experience conceptualizing, executing, and evaluating impactful education or training programs.
- Experience with managing a program budget.
- Experience working with nonprofit boards.
- Excellent research and written and verbal communication skills.
- Excellent relationship-building skills.
- Strong organizational skills and attention to detail.
- Proficiency in Office 365 and Microsoft Office Suite.
- Knowledge of online communication and data management tools including social media, video platforms, email marketing tools, and CRM databases.
- Ability to travel within California to meet members, attend board meetings and Annual Conference.
- An entrepreneurial spirit and a creative and positive approach to problem-solving.
- Ability to wear multiple hats and thrive in a small nonprofit with a small but mighty team, some of whom work remotely.
- Passion and enthusiasm for the performing arts.

HOW TO APPLY: Email resume and cover letter to ACSO Executive Director Sarah Weber at sweber@acso.org and put "Manager" in the subject line. This position will remain open until filled.

ACSO is an Equal Opportunity Employer.