

Santa Barbara Symphony
Development Programs Manager
Job Posting
3/22/21

The Santa Barbara Symphony is looking for a dynamic professional to join our development team and to actively support the VP of Patron & Community Engagement with a wide range of fundraising and donor relations activities. The Development Programs Manager is both an internally and externally focused role and a key member of the team creating a sense of connection with our donors and potential donors.

POSITION SUMMARY

Reporting to the VP of Patron and Community Engagement, this position is responsible for the management of donor benefit programs and stewardship of patrons and ticket buyers.

- Cultivation of new donors to the Symphony via new and existing fundraising programs designed to encourage new donors and grow existing donor base;
- Directly manage an active portfolio of small-medium sized donors, with the objective to upgrade giving levels, increase donor involvement, and engage new donors;
- Manage extensive program details that ensure membership enrollment and stewardship elements are completed;
- Track all donor benefits, and assure donors are receiving thanks and acknowledgement throughout multiple channels;
- Lead stewardship activities that strengthen connections between donors and the Symphony, including timely and effective correspondence, outreach, follow-up and relationship building with the Symphony's growing donor base;
- Support and coordinate a variety of year-round appeal campaigns;
- Participate in all Symphony events, including donor events and receptions, and concerts;
- Other administrative and operational tasks required to fulfill objectives.

Attributes a candidate may find helpful:

- Bachelor's Degree required
- Minimum 2 years of Development experience, including individual donor & corporate sponsor stewardship.
- Ideal Candidate will have experience working in a non-profit development department.
- Excellent project management and communication skills; experience meeting deadlines
- Strong writing and communication skills, and keen attention to detail
- Strong organizational skills
- Motivated, positive, and proactive mindset
- Excellent customer service skills
- Should be proficient at Microsoft Word, Excel and PowerPoint, working knowledge of Tessitura donor database (preferred).

Compensation and Benefits

- Position is full time, 40 hours/week with some nights and weekends during performance season. Hours are 8:30am-5pm daily, both remote and in-office.

- The Santa Barbara Symphony offers a generous benefits package that includes, vacation & sick time, health benefits and an employee retirement plan option.

An Equal Opportunity Employer

The Santa Barbara Symphony welcomes diversity and is committed to creating an inclusive and equitable work environment for all employees that encourages and celebrates differences. Symphony staff and Board strive to incorporate inclusive practices in the performance of all duties and responsibilities, on a consistent and ongoing basis, and continually work to increase awareness and sensitivity to the needs and concerns of individuals from diverse cultures, backgrounds, and orientations.

To Apply: Please submit your cover letter, resume and a writing sample to Rebecca Roling VP of Patron & Community Engagement at jobs@thesymphony.org

- No phone inquiries, please