



Development Manager

Full-Time/Exempt

Reports to: President & CEO

Submit cover letter and resume to: Stephen Wilson, President & CEO, at swilson@fresnophil.org. Include position title in the subject field. No phone calls please.

Organization Description:

The Fresno Philharmonic is currently in its 71st season of presenting professional symphony orchestra concerts for the residents of the Central Valley. The Fresno Philharmonic is led artistically by Music Director Rei Hotoda and regularly performs seven major concert events per season, in addition to innovative education programs for area schools. The administrative staff is based in our offices in the City of Fresno.

Position Description and Responsibilities:

The Development Manager is responsible for achieving the contributed revenue goals of the Fresno Philharmonic. The Development Manager works with the CEO and Patron Services staff to develop and implement a comprehensive fundraising strategy for the Fresno Philharmonic aimed at donor development and retention. Specific responsibilities are as follows:

- Oversee and manage the Philharmonic's Annual Fund campaign to individual donors.
- Manage all aspects of donor acknowledgment and recognition programs.
- Meet with current and prospective donors, coordinating with the CEO and Board Members as needed.
- Prepare sponsorship proposals and coordinate fulfillment of sponsor benefits.
- Manage multiple solicitations by letter and email throughout the year, including copywriting and editing, mailing list segmentation, and coordinating with outside printing and mailing services.
- Analyze patron data to inform fundraising strategy.
- Manage fundraising, donor recognition and cultivation events.

- Coordinate with outside design, marketing and event planning teams.
- Attend Fresno Philharmonic concerts to coordinate development activities.
- Handle miscellaneous administrative tasks as necessary and assigned.

Requirements:

The candidate will possess the ability to communicate clearly and persuasively in person and in writing; to interact effectively with donors, constituents and colleagues; to think strategically and analytically and to prioritize accordingly; to work independently while handling multiple assignments simultaneously; to pay close attention to detail and meet deadlines consistently; to demonstrate proactive thinking to anticipate obstacles and take initiative as challenges and opportunities arise. The ideal candidate will be a goal-oriented team player and consistently show enthusiasm, creativity, curiosity, and collegiality, as well as passion for the mission of the Fresno Philharmonic.

- 2+ years of non-profit development experience, preferably in an arts-related organization.
- Four-year degree or equivalent experience.
- Solid computer skills, including use of Microsoft Office Suite, are a must. Experience with CRM platforms is a plus.
- Scheduling flexibility, including evening and weekend hours at Fresno Philharmonic concerts, meetings and events required.
- Valid driver's license.

Compensation:

Salary range is \$70,000-\$79,000 annually, depending on experience.

Opportunities for advancement, including on-going professional development.

Benefits include 100% employer paid health, dental and vision insurance, paid vacation, holidays and sick leave.