

Alabama Symphony Orchestra Job Description

JOB TITLE: Individual Giving Manager

REPORTS TO: Director of Development

POSITION SUMMARY:

The Individual Giving Manager is responsible for cultivating and soliciting support from individuals. This position works to establish long-term relationships, strengthen existing relationships and initiate new contacts. The desired candidate will provide the expertise to advance the Alabama Symphony Orchestra's (ASO) interests by cultivating and engaging donors.

DUTIES AND RESPONSIBILITIES:

- Management of individual fundraising campaigns
- Prepare at least 4 direct mail pieces annually including the end of calendar year, education, spring challenge and end of fiscal year campaigns.
- Produce and monitor timelines for individual giving campaigns to ensure programs are executed on time and internal and external stakeholders are informed of deadlines
- Oversee detailed post-campaign analysis for each appeal and regular giving campaign.
- Work with marketing team and database manager to implement data segmentation strategies and prepare data extractions and analysis.
- Coordinate telefunding efforts and acquisition connections
- Work with marketing staff to prepare videos and social media posts that complement individual campaigns.
- Works with development and marketing staff in preparing development-centric e-blasts.
- Coordinate giving campaigns including Sound Investment and Physicians and Faculty for the ASO (formerly Docs for the ASO).
- Coordinate board & staff giving campaigns.
- Build relationships with donors through phone calls, notes, meetings and in the patron's lounge.
- Work in Raiser's Edge to record asks and ensure proper coding. Serves as a back up to the Database Manager.
- Other duties as assigned

MINIMUM REQUIREMENTS:

2 to 4 years of fundraising experience. Excellent written and oral communication; strong interpersonal skills and ability to cultivate constituent relationships; strong administrative and organizational skills; highly developed attention to detail and the ability to manage multiple projects and meet deadlines. Computer literate with working knowledge of fundraising and database administration, mail merges, and tracking data for analysis. Experience using Raiser's Edge.

CONTENT OF CONFIDENTIAL INFORMATION:

A high level of confidentiality is required in this position due to the knowledge and processing of gifts and financial information of donors.

SUBMISSION:

Please send cover letter and resume to
Nicole Williams, Director of Development
nwilliams@alabamasymphony.org
subject line: Individual Giving Manager application