



Bach Collegium San Diego Annual Giving & Membership Manager

Bach Collegium San Diego (BCSD) seeks an Annual Giving & Membership Manager to develop and implement a comprehensive strategy to identify, cultivate, solicit, and steward annual giving prospects, and to write and manage grants, to secure philanthropic support for the organization. This role will contribute to increased operating income for the organization, share the organization's mission and impact, and strengthen long-term relationships with audience members and supporters.

Bach Collegium San Diego was founded by Artistic Director Ruben Valenzuela in 2003 to bring dynamic programming and performances with historical considerations to performance practice. Over the last 22 seasons, BCSD has garnered national and international recognition through its exemplary talent, making it one of the most distinguished early music ensembles in the country today. In 2021, the ensemble gained national attention through its *El Mesías: Messiah for a New World* project, which commissioned an original Spanish libretto of Handel's oratorio, set to be recorded this fall. BCSD's first commercial album has been submitted for GRAMMY consideration. BCSD made its European debut at Bachfest in Leipzig, Germany in June 2024, and also performed at other Bach sites in the German state of Thuringia.

"Thank you for your interest in the Annual Giving & Membership position. As we launch our 23rd concert season and begin looking ahead to our 25th anniversary, we're stepping into a time of exciting momentum and growth. With a refreshed strategic vision and major capital efforts on the horizon, we're ready to expand our reach in bold and meaningful ways. We care deeply about the work we do and the community we serve, and we're looking for someone who shares that passion and wants to help us build something lasting. This is an opportunity to shape the future with us, and we're eager to welcome a thoughtful, driven fundraising leader to join us on the journey."

— Katie C. Hickey, Bach Collegium San Diego Executive Director



Reporting Relationship

The Annual Gifts & Membership Manager will report to the Executive Director, Katie C. Hickey.

General job description

This role focuses on cultivating and stewarding relationships with a broad base of donors, audience members, and granting organizations who contribute small- to medium-sized, recurring gifts, playing a crucial role in the organization's financial stability and growth.

Key responsibilities

The Annual Giving & Membership Manager will:

- **Portfolio Management:** Manage a portfolio of 150-200 prospects
- **Donor Cultivation and Stewardship:** Qualify, nurture, solicit, and steward relationships with current donors and inspire other individuals to become supporters through ongoing donations, ensuring they feel appreciated and informed about the impact of their contributions, by thanking them promptly and providing regular updates on the impact of their contributions. Solicit gifts through personal visits, follow up telephone calls, and coordinated written correspondence.
- **Data Management:** Maintain accurate, timely donor records and contact records and utilize donor management software to track contributions, communication history, engagement levels, facilitate repeated gifts, and establish lifetime philanthropic partnerships.
- **Communication:** Craft compelling fundraising appeals, thank you letters, and other communications that resonate with donors and effectively convey the organization's message and impact.
- **Board Engagement:** Assist board members with ways to engage donors.
- **Oversee the Subscriber and Membership program:** This includes developing and implementing membership programming and benefits, managing member acquisition and retention strategies, designing and implementing a program for new audience members, and devising targeted mailing lists.



- Event Planning and Execution: Assist with the planning and coordination of fundraising events, including managing guest lists, logistics, and volunteers.
- Grant Writing and Reporting: Research funding opportunities and assist with the preparation of grant proposals and reports.
- Digital Fundraising: Leverage online platforms, social media, and email marketing to engage with donors and raise funds.
- Fundraising Trends & Best Practices: Maintain knowledge of current best practices in the field of fundraising and advance understanding through professional development

Skills and qualifications

Bach Collegium San Diego seeks an Annual Giving & Membership Manager with:

- a commitment to the mission of Bach Collegium San Diego — to engage audiences with accessible, historically informed performances and educational programs featuring repertoire from the Renaissance, Baroque, and early Classical eras.
- excellent written and verbal communication, including the ability to engage donors professionally, persuasively, and diplomatically, working with a wide variety of personalities.
- experience in a non-profit setting.
- direct experience with fundraising and grant writing.
- an ability to solicit and close philanthropic gifts at various levels, or equivalent experience in a related field such as sales.
- understanding of the principles of the development and donor cycle
- strong organizational and planning skills.
- an ability to apply good judgment, decision-making skills, sensitivity, and discretion as needed to deal with highly confidential donor and prospect information.
- a detail-oriented approach and an ability to work independently while managing multiple projects and priorities to meet ambitious timelines and challenging deadlines.



- working knowledge of electronic mail, social media, virtual platforms, and calendars, the Microsoft Office Suite and Google Suite, and Monkeypod or comparable CRM databases.
- the personal attributes of honesty, integrity, persistence, enthusiasm, commitment, attention to detail, curiosity, and self-awareness as well as a desire to serve as a team player.

A bachelor's degree and at least three years of relevant experience in development, sales, marketing, customer relations, or an equivalent combination of education and experience is preferred for this position. Bach Collegium San Diego will consider candidates with a broad range of backgrounds. If you are excited about this role and feel that you can contribute to BCSD, but your experience does not exactly align with every qualification listed above, we encourage you to apply.

SALARY AND BENEFITS

The salary range for this position is \$68,000 to \$75,000 annually. The Bach Collegium San Diego offers 13 paid holidays, personal and vacation days, and sick leave. At this time, we do not offer health benefits.

LOCATION

This position is in San Diego, California, a hybrid of remote and office time, and requires availability for occasional evening and weekend work.

APPLICATION INSTRUCTIONS

Please send applications to info@bachcollegiumsd.org. All applications must be accompanied by a cover letter and résumé. Cover letters should be responsive to the mission of Bach Collegium San Diego as well as the responsibilities and qualifications presented in the position prospectus. Review of applications will begin immediately and continue until the successful candidate has been selected.