



**San Diego
Symphony**

Rafael Payare | Music Director

Job Title: Stewardship Manager
Supervisor Title: Director of Advancement, Major and Planned Giving Programs
FSLA Status: Non-exempt
Salary: \$52,000 DOE

Institutional Advancement Departmental Overview:

The Institutional Advancement department is responsible for raising contributed revenue from individuals, corporations, foundations, and government sources to support the San Diego Symphony's operations and active capital campaigns.

General Summary:

The Stewardship Manager is a key member of the Institutional Advancement team responsible for management and execution of the major gifts stewardship program to foster and deepen relationships with donors of the San Diego Symphony. Working closely with the Director of Advancement, Major and Planned Giving Programs and the major gifts team, the Stewardship Manager ensures that all donor benefits are fulfilled, provides excellent stewardship to donors, and assists gift officers with stewarding major donors in their portfolios.

Principal Duties and Responsibilities:

- Help manage stewardship of the Beethoven Society program by communicating and promoting participation in key events and activities
- Manage the Partner with a Player musician tracking and keep updated lists of musicians that are available to partner with new donors
- Assist the Vice President of Institutional Advancement and coordinate stewardship of Board Members and serve as administrative support
- Serve as the Guest Artist Partner coordinator in collaboration with the Symphony's artistic team by scheduling and facilitating backstage meet & greets and closed rehearsals where donors can meet various guest artists
- Arrange artist interviews and talkbacks after rehearsals for donors
- Compile and distribute weekly concert attendee lists for gift officers with portfolios
- Ensure major donors are properly acknowledged by tracking recognition of individual and corporate donors, supply marketing with logos, language, and photos
- Work with gift officers to manage and coordinate accurate recognition listings and work with marketing to develop Advancement ads in Performances program (printed and electronic) for all donor affinity groups (Legacy Society, Honor Roll, Beethoven Society, Partner with a Player, Guest Artist Partners, and Special Events)
- Coordinate slides, video kiosks, and other marketing materials to ensure visibility for corporate sponsors
- Identify new ways to provide corporate sponsors with visibility
- Maintain accurate records for benefit fulfillment in Tessitura including key milestones of major donors are logged and recorded for acknowledgements and coordinate notes from gift officers and CEO
- Coordinate thank you notes from board members, musicians, etc.
- Staff a variety of Advancement cultivation and stewardship events and concert duty for donor lounge coverage
- Plan and coordinate surprise and delight experiences for donors, i.e. welcome back notes on seats, small treats and handwritten notes

- Major Donor Birthdays – manage birthdays in the calendar on Outlook, alert team and CEO, send card from the Symphony
- Coordinate Flowers/Gifts and special messaging when needed
- Continue to build and grow a stewardship program for the Symphony, including but not limited to:
 - Annual Donor Impact Report
 - Benefits communication
 - Social media gratitude posts
 - Donor spotlights and features in Symphony newsletters
- Coordinate ticketing needs for special events, dinners and receptions
- Other duties as assigned.

Required Knowledge, Skills and Abilities:

- Minimum education: Bachelor’s degree or higher in related field
- Minimum of 3-5 years of experience working fundraising
- Must have a high degree of discretion with sensitive information and high degree of integrity
- Must have strong communications skills
- Basic knowledge of accounting nomenclature and principles
- Must be able to quickly learn new software programs
- Must be able to successfully multi-task
- Ability to work as a team player
- Strong customer service skills

Preferred Knowledge, Skills and Abilities:

- Tessitura and Formstack experience is a plus.

General Requirements:

- Able to sit for long periods of time.
- Must be able to pick up and move a minimum of 25 lbs.

Work hours:

- Varies based on needs, work schedule will include nights and weekends.

Working Conditions:

- Normal office working conditions: sitting at a desk and computer terminal for long periods of time, typing and computer work, light to moderate lifting
- Normal event working conditions: standing for long periods of time, light to moderate lifting, noisy atmosphere

Job Description Acknowledgement Form

I have received, reviewed and fully understand the requirements, essential functions and duties of the position. I further understand that I am responsible for the satisfactory execution of the essential functions described therein, under any and all conditions as described.

Employee Name _____

Date _____

Employee Signature _____