

THE CHICAGO SYMPHONY ORCHESTRA JOB DESCRIPTION

TITLE: Manager, Donor Discovery and Strategic Campaigns

Reviewed: 7-27-21

FLSA STATUS: Exempt

DEPARTMENT: Development

GENERAL SUMMARY

The Manager, Donor Discovery and Strategic Campaigns contributes to the success of the Chicago Symphony Orchestra Association (CSOA) by managing several key project areas in coordination with the leadership team of the Development department.

Oversee the identification, cultivation, solicitation, and stewardship of select mid-level (~\$1,000 - \$4,500) gift prospects and donors for increased giving. Assist with the related research for these prospects and for research associated with major fundraising campaigns and volunteer recruitment. Manage projects related to the current \$175 million strategic campaign and future major fundraising initiatives requiring multi-year giving.

PRINCIPAL DUTIES AND RESPONSIBILITIES

1. Manage, in coordination with a team of frontline fundraisers and volunteers across various donor constituencies, the in-depth analysis of discovery and pipeline prospects for new and increased giving by donors currently not assigned to portfolios. Design and implement cultivation and solicitation plans as well as set, track and achieve goals for expectancies created and realized. Formulate plans for the implementation of recognition strategies and fulfillment of benefits for these targeted donors.
2. Assist with donor and volunteer research analysis and with writing and preparing research reports and documents, in cooperation with the Prospect Research Specialist and Moves Management Coordinator.
3. Provide management support for the Sempre Always campaign and future major fundraising initiatives including drafting, refining and producing campaign materials and reports; coordinating meetings with staff, volunteer leadership and prospects; and tracking and implementing recognition and stewardship activities.
4. Support the Development leadership team by preparing documents, performing analysis, managing portfolios, and responding to inquiries/requests.
5. Participate in and provide support for fundraising events and donor activities associated with performances.
6. Other duties as assigned.

CSOA is an equal opportunity employer where all qualified applicants will receive consideration for employment and will not be discriminated against on the basis of race, color, sex, sexual orientation, gender identity, religion, disability, age, genetic information, veteran status, ancestry, or national or ethnic origin. We value diversity and inclusion and seek to build and maintain a community and culture that celebrates and values diverse backgrounds, identities, and perspectives. We consider equivalent combinations of experience and education for jobs, and all candidates who believe they possess equivalent experience and education are encouraged to apply.

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REPORTING RELATIONSHIPS

1. Reports to Director, Endowment Gifts and Planned Giving.
2. Other contacts include: Vice President for Development, Director of Leadership Gifts, Director of Individual Giving and Affiliated Donor Groups, Senior Director Annual Giving and Development Operations, Prospect Research Specialist and Moves Management Coordinator, Manager, Governing Members, Manager, Annual Giving, and consultants, donors and volunteers.

KNOWLEDGE, SKILLS AND EXPERIENCE REQUIRED

1. Bachelor's degree and 1 - 2 years' experience in fundraising, marketing or comparable administrative role.
2. Excellent written and oral communication skills.
3. Strong multi-tasking and organizational skills, with great attention to accuracy, detail and deadline.
4. Strong computer skills, including database and spreadsheet proficiency. Tessitura or similar arts management database a plus, but not required. Working knowledge of Microsoft Word and Excel, and ability to learn other pertinent computer applications.
5. Good organizational and proofreading skills with ability to prioritize varied tasks.
6. The ability to work some nights and weekends as needed for concert duty and donor events.

WORKING CONDITIONS

Pleasant office environment.