

THE CHICAGO SYMPHONY ORCHESTRA JOB DESCRIPTION

TITLE: Manager, Strategic Giving
FLSA STATUS: Exempt
DEPARTMENT: Development

Reviewed: 1-4-22

GENERAL SUMMARY

The Manager, Strategic Giving contributes to the success of the Chicago Symphony Orchestra Association (CSOA) by managing two key philanthropic project areas. Part of the 28-member Development department team, who collaborated during the 2020/21 season to raise over \$52 million. Manage projects related to achieving goals of the current capital and endowment campaign. Oversee an annual giving program targeted toward mid-level (~\$1,000 - \$4,500) discovery gift prospects and current donors with potential for increased giving.

PRINCIPAL DUTIES AND RESPONSIBILITIES

1. Implement and oversee the administrative components of the current \$175 million Sempre Always campaign and other future fundraising initiatives requiring substantial multi-year giving.
2. Manage campaign projects including: draft, refine and produce campaign materials and reports; research and track potential donors; coordinate meetings among staff, volunteer leadership and prospects; and implement recognition and stewardship activities and reports.
3. Develop and manage a mid-level annual giving program that focuses on the in-depth research and analysis of discovery and pipeline prospects for new and increased giving by individuals who attend performances or have an affinity for the CSOA, but are currently not assigned to staff portfolios.
4. Design and implement discovery and pipeline qualification, cultivation and solicitation plans, as well as set, track and achieve goals for expectancies created and realized. Formulate plans for the implementation of recognition and stewardship strategies and fulfillment of benefits for these targeted donors.
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.

REPORTING RELATIONSHIPS

1. Reports to Director, Endowment Gifts and Planned Giving.

THE CHICAGO SYMPHONY ORCHESTRA
JOB DESCRIPTION

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.