

SAN ANTONIO SYMPHONY

JOB POSTING

JOB TITLE: Individual Giving and Database Manager

DATE: 8/22/2017

STATUS: Exempt, Full Time

REPORTS TO: Vice President of Development

DESCRIPTION:

The San Antonio Symphony is seeking a detail oriented and self-motivated team member who will support fundraising efforts for the organization. The Individual Giving and Database Manager works with the Vice President of Development in cultivating and stewarding donors within the Friends of the Symphony and the Maestro Society individual giving programs which generate approximately \$550k in contributed revenue annually. As the Database Manager, this position is responsible for maintaining the donor information database and contributed revenue gifts processing.

KEY JOB DUTIES AND RESPONSIBILITIES:

Individual Donor Cultivation and Stewardship

- Identification, cultivation and solicitation of individual gifts through the Friends of the Symphony (gifts up to \$999) and the Maestro Society (mid-range gifts between \$1000 - \$7,500) individual giving programs;
 - Steward existing donors to maximize donor potential and ensure retention;
 - Identify and cultivate new donors prospects;
 - Work in coordination with the Vice President of Development and the Individual Donor Board Committee to engage board members in prospect cultivation and donor stewardship activities;
- Prepare solicitation letters, proposals, and other donor correspondence, along with mailing lists for same;
- Work in partnership with staff to identify and develop recognition opportunities;
- Create and ensure distribution of donor benefit packages, track and ensure donor benefits are met;
- Organize and host regular donor appreciation events, receptions and open rehearsals;
- Conduct lobby duty on a regular schedule of concerts, greeting guests and maintaining donor connections; and
- Produce regular online and print communications including monthly e-newsletters and donor appeals.

Donor Database Management

- Manage donor database in tandem the Vice President of Development;
- Maintain confidential and accurate fundraising records in the database including, but not limited to:
 - Process incoming pledges and gifts in contributed revenue database; and
 - Manage and update the donor database, including cleaning donor records and capturing all donor information in the database;
 - Generate records of all charitable gifts for inclusion in the program book; and
 - Send pledge reminders, and acknowledgments and tax receipts of pledges and gifts in a timely manner.
- Work closely with the Finance Department and the Vice President of Development to maintain interdepartmental communication for internal record keeping;
 - Maintain confidential financial and banking records of electronic and physical files;
 - Collect, catalog, and file all donor information required to assist accounting, audit and senior management;
 - Work with accountant to reconcile revenue and receivables on a monthly basis; and
- Coordinate with the Vice President of Development to complete monthly fundraising reports detailing fundraising goal progress, and other donor based information as requested.

Development Team Support

- Plan and execute development plan with the Vice President of Development;
- Coordinate and guide volunteers and interns as assigned; and
- Other duties as assigned by the Vice President of Development.

REQUIRED QUALIFICATIONS:

- At least 2 years of relevant development experience, preferably in an arts related field;
- Ability to present one's self in a professional manner representative of a high-profile, highly professional, performing arts organization;
- Excellent written and oral communications skills;
- Self-motivated with the ability to work well under pressure;
- Ability to work independently and as a self-starter, as well as a team member;
- Strong communication skills for both internal and external audiences;
- Highly organized with the capacity to handle multiple tasks and deadlines;
- Project management experience with a strong ability to prioritize multiple tasks;
- Attention to detail and a commitment to maintaining accurate, confidential donor records;
- Knowledge of gift processing requirements;
- Computer proficiency in Microsoft Office, including Word and Excel, some Access experience preferred;
- Experience with Raiser's Edge or similar CRM system with an ability to conduct database queries and generate develop data reports at an intermediate level.

PREFERRED QUALIFICATIONS:

- 3-4 years of relevant development experience;
- BA/BS degree;
- Understanding of the performing arts environment, demands of the industry and unique development activities associated within an arts organization; and
- Passion for the arts, in particular music performance, and the importance of the arts in communities.

WORK SCHEDULE: The Individual Giving and Database Manager is full time position; regular work hours are M-F, 9:00am -5:00pm with occasional night and weekend hours.

SALARY RANGE: commensurate with qualifications and experience.

The San Antonio Symphony offers full-time employees a benefit package including 100% paid base health, life and long-term disability insurance, with optional dental/vision and matching 403(b) retirement.

Application Deadline: Open until filled.

Please send cover letter, resume, three references, and salary requirements to Annette Paulin, Vice President of Development, at paulina@sasymphony.org using "Individual Giving and Database Manager" in the e-mail subject box.

Applications may also be mailed to:

San Antonio Symphony
Attn: Annette Paulin
P.O. Box 658
San Antonio, TX 78293

No calls please.