

Annual Fund Manager

The Albany Symphony has grown its Annual Fund program (donors at the \$1-\$999 level) to more than 1,000 individual donors and seeks strong candidates for the full-time position of Annual Fund Manager. The Annual Fund Manager serves as an integral part of the organization's fundraising and administrative team. The position entails management of the annual fund, event planning, donor stewardship, and database and grant support. The Albany Symphony is committed to a diverse and inclusive workplace and provides a fast-paced and collaborative environment. This is a unique opportunity to cultivate and broaden the largest donor base in the orchestra's history, building unique pathways for adventurous listeners to engage with the Capital Region's GRAMMY-award winning symphony.

About the Albany Symphony: Under Music Director David Alan Miller, the Albany Symphony is an orchestra dedicated to celebrating our living musical heritage and the music of our time. Through brilliant live performances, innovative educational programs, and engaging cultural events, the Albany Symphony is committed to serving a broad and diverse community. Based in the New York Capital Region, the Albany Symphony has won numerous national and local awards and recognition for its adventurous programming, recording projects (including two GRAMMY® awards), composer residencies, and in-school programs. The Albany Symphony's current operating budget is \$3.5 million with more than half of revenue from philanthropic donations.

Responsibilities

Fundraising

- Coordinate and implement the strategies for the acquisition, cultivation, retention, and stewardship of current and prospective individual annual fund donors, including the production of all printed collateral, letters, and mailings.
- Lead the annual fund efforts through direct mail, tele-fundraising, and digital giving
- Manage website and digital giving mechanisms, including social media, to articulate case for support for annual fund program
- Activate board, musicians, and Vanguard volunteers in cultivating and stewarding annual fund donors
- Assist board and senior staff in special fundraising projects such as major giving, planned giving, Conductor's Circle, corporate sponsorship, grant writing, grant reporting, and galas
- Plan and manage Annual Fund stewardship events throughout the year including but not limited to the open rehearsals.
- Other duties as assigned, including assisting with special fundraising and stewardship events.

Government and Foundation Grants

- Manage the grants program of the Albany Symphony including timeline management, content coordination, and grants reporting and follow-up
- Research new grant opportunities from both private and government granting entities
- Prepare content for corporate, government, and foundation proposals that inspire entities to invest in the mission and goals of the Albany Symphony

- Manage grant writers, including staff, board, volunteers, contractors, to maximize throughput and outcomes
- Oversee grant proposal work, including schedule, applications, and reporting to grantors

Database Management

- Serve as the lead operator for the donor database (Spektrix), including its infrastructure, data entry systems, gift processing and reporting
- Identify and implement processes and improvements to ensure the integrity of the database, including troubleshooting/identifying inconsistencies and making corrections
- Utilize wealth screening software and research to identify annual fund donors who may be prospective major gift donors
- Utilize database and research systems to serve as lead on patron segmentation, in coordination with Sales & Marketing Manager
- Produce reports regarding donor retention, ROI, and other fundraising analyses

Qualities and skills:

- Bachelor's degree or higher preferred
- Minimum 3 years of nonprofit development experience required with experience developing and implementing fundraising strategies, managing membership or donor programs, and track record of increasing contributed revenue and number of donors
- Be committed to a high level of customer service and donor stewardship
- Be able to maintain confidentiality in working with sensitive information
- High level of organization, project management, with an emphasis on meeting deadlines and attention to detail
- Self-starter with an ability to multi-task and prioritize effectively in a fast-paced environment
- Possess excellent written, verbal, and interpersonal skills with emphasis on maintaining consistent communication and brand integrity
- Value diversity, equity, and inclusion
- Experience using Microsoft Office Suite and a donor database and skills in prospect research, donor cultivation, and written appeals are preferred
- Possess great integrity and be a team player
- Experience in, passion for, and knowledge of music or the performing arts

Compensation & Benefits:

This is a full-time, exempt position. Competitive full-time salary, \$58,000-\$65,000, commensurate with experience. Hybrid schedule is possible depending on location and experience. This position requires occasional evening and weekend work for rehearsals, concerts, and events. Paid time off (PTO) package including complimentary time policy, vacation, sick time, and twelve (12) paid holidays. Health and dental insurance, voluntary participation in 403(b) retirement program (three-year vesting schedule for organization contributions), complimentary concert tickets, CDTA transportation pass, access to professional development resources through various Capital Region chambers of commerce, League of American Orchestras, and Association of Fundraising Professionals.

To Apply

Please send resume and cover letter to:

Emily Fritz-Endres, Executive Director

emilyfe@albansymphony.com