



Development Manager

Oakland Symphony seeks an enthusiastic, committed individual to help build meaningful connections with Symphony funders. Oakland Symphony has been embarking on a concerted effort to connect more deeply and build better relationships with our entire Symphony family. The person in this position will craft compelling stories and proposals to inspire investments from foundations and corporations. Additionally, this person will design campaigns to encourage current Symphony patrons to invest and engage in the organization, and inspire new gifts from prospective patrons.

Job title: Development Manager

Area of focus: The Development Manager is a critical member of the development team, managing all aspects of Institutional Giving and supporting elements of the Annual Fund, as well as attending and supporting development events and Symphony concerts. This person is fundamental in building meaningful relationships with all levels of supporters, including representatives of institutional funders, in order to create stable sources of giving for the long term health of the organization.

Reporting Structure: Reports to Development Director as part of development team (along with Database and Development Administrator and Special Events Coordinator).

Job type: Full-time, Exempt

Duties and responsibilities:

Institutional Giving

- Coordinate all foundation and government funding applications and reports
 - Manage deadlines
 - Collaborate with Finance, Education, and Production teams
 - Write and edit narratives
- Research potential new funders

Annual Fund

- Manage the Annual Fund process in collaboration with development team, including developing messaging, coordinating recipients, working with vendors, and developing follow up strategies
 - End of the Calendar Year Campaign, including direct mail, email, social media, phone and tracking
 - End of the Fiscal Year Campaign, including direct mail, email, social media, phone and tracking
- Create reports and manage data in the Symphony's donor database, PatronManager
- Research prospective and new donors
- Maintain accuracy of the program book donor lists for all donor types and levels

Miscellaneous

- Attend all concerts in order to meet and build relationships with donors of all levels and assist where needed

- Attend and support all special events
- Attend and participate in all meetings of the Development Committee of the Board of Directors
- Frequently write articles for the Symphony's eNewsletter, *ellegro*
- Other projects and tasks as assigned

Requirements: Qualified candidates for this position will have at least 1-2 years of development experience. S/he will be detail-oriented and organized, with the ability to take initiative and follow through with both independent and team projects. Strong writing, computer, and data analysis skills are a must. Experience with an integrated CRM database system a plus. Occasional work on evenings and weekends expected.

Benefits offered: Full-time exempt position. Salary range: \$45,000 to \$60,000 depending on experience. All benefits outlined in the [2014 Personnel Manual](#) apply.

To apply, please submit a cover letter and resume, along with any salary expectations and list of references to: **Leslie Fay Marks**, Development Director, at lmarks@oaklandsymphony.org.