



## JOB DESCRIPTION

**Position:** Annual Fund Manager  
**Department:** Development  
**Reports to:** Director of Development  
**Direct Reports:** 0  
**Status:** Full-time, Exempt

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The VSO is looking for a creative individual to serve as its Annual Fund Manager. Bring your passion for music and education and have the opportunity to make an impact in our community while growing your career as a part of an exciting and dynamic team and organization.

The ideal candidate will provide support for VSO programs and projects through processes that facilitate continuous identification, qualification, cultivation, solicitation, and stewardship of donors. They will be self-motivated, well organized, personable, is comfortable working with and analyzing data, as well as possess excellent oral and written communication skills.

The Annual Fund Manager is responsible for increasing the number of annual donors to the VSO, building loyalty, engagement, and maximizing revenue. This individual will work closely with the VSO's Development and Marketing Departments to increase donor retention and engage new donors, through data-driven cultivation, solicitation, and stewardship strategies.

### **Principal Responsibilities:**

#### **Annual Fund Management:**

- Plan and manage ongoing, 360° donor communication campaigns, including stewardship reports, mailings, email, website, telephone, video, and social media, aimed at stewardship and donor engagement, working closely with the VSO's Marketing and Communications team.
- Coordinate and manage departmental fundraising initiatives, special campaigns, third party events, and others as assigned.
- Maintain a portfolio of 50-75 donors including individuals to secure support for the VSO annual fund.
- Through proactive cultivation and stewardship activities; move potential donors in an appropriate and timely fashion toward solicitation and closure; make solicitations when appropriate; maintain stewardship contacts with donors and volunteers.
- Build organizational capacity to effectively expand and cultivate a diverse donor base.

#### **Patron Events and Stewardship:**

- Provide excellent and timely customer service to external customers who request information including recent and past donations, ticket subscriptions and purchases, and other donor records.
- Execute engagement activities for donor societies, including the Treble Dinner, Chamber Music party, open rehearsals, and other donor cultivation & stewardship events.

- Coordinate special fundraising events that raise additional dollars for the VSO.
- Responsible for fulfilling sponsor and donor benefits.
- Attend VSO concerts and events as required.

**Requirements:**

- Outstanding written and verbal communication skills including the ability to speak and write persuasively about the needs and goals of the Virginia Symphony Orchestra
- Strong organizational and analytical skills with the ability to initiate and complete multiple projects and assignments simultaneously with minimal guidance and on time
- Ability to gather, analyze and summarize information including numerical and financial data
- Ability to work as part of a team, as well as the ability to work independently to complete tasks on time.
- Proficiency in or ability to learn and use Tessitura and OPAS software.
- Proficiency in the Microsoft Office suite with an emphasis in Word and Excel.
- Experience in writing, communication, and/or development roles a plus, as is a passion for the arts and knowledge of symphonic music.
- Must have a solid commitment towards diversity, inclusion, and equity.

**Salary:** \$40,000 annually plus excellent health insurance and leave package.

**To apply:** Interested candidates should submit their resume and cover letter via email to Monica Meyer, Vice President & Chief Revenue Officer, at [mmeyer@virginiasymphony.org](mailto:mmeyer@virginiasymphony.org). Please use the subject line: Annual Fund Manager + your name. This position is open until filled.

**VSO Statement on Attracting Candidates from All Backgrounds:**

***Equity, Diversity, and Inclusion are music to our ears!*** The Virginia Symphony Orchestra is an Equal Opportunity Employer committed to increasing diversity among our applicant pool, our musicians, our staff, our board of directors, and in our program offerings. We strongly encourage people from all backgrounds, especially Black, Indigenous, and all People of Color, as well as people with non-traditional experience and educational backgrounds, to apply for this position.