



Position: Annual Fund Manager
Department: Development
Reports to: Vice President of Development
Direct Reports: 0
Status: Full-time, Exempt
Salary: \$42,000

The VSO is looking for a creative, motivated, and people-oriented individual to serve as its Annual Fund Manager. Bring your passion for the performing arts and education, and make an impact on the Hampton Roads community while growing your career with an exciting and dynamic organization. As a critical member of the VSO Development team, the Annual Fund manager secures philanthropic financial support for VSO programs and projects, furthering its mission to inspire, educate, and connect audiences of all ages.

The Annual Fund Manager is responsible for increasing fundraising revenue through continuous identification, qualification, cultivation, solicitation, and stewardship of donors. They will be self-motivated, well organized, personable, comfortable working with and analyzing data, and will 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 and 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 approximately 75-80 donors, including individuals and corporate partners, 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.
- Utilize Tessitura to track and manage donor and prospect portfolio and monitor individual results toward fundraising goals. Adhere to timely reporting of results to ensure accuracy of the fundraising pipeline and year-end projection forecasts for calendar and fiscal year end.

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 Society Dinner, Chamber Music Party, open rehearsals, and other donor cultivation & stewardship events.
- Coordinate special fundraising events that raise additional funding support for the VSO.
- Track and ensure fulfillment of sponsor and donor benefits.
- Attend VSO concerts and events as required.
- Serve as an active member of the Revenue team and assist with concerts and other special events throughout the season.
- Other duties as relevant to the function of Development and Revenue.

Requirements

- One to three years of experience in a fundraising or marketing role strongly preferred.
- 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.
- Outstanding written and verbal communication skills, including the ability to speak and write persuasively about the needs and goals of the Virginia Symphony Orchestra.
- Experience in writing or communication roles is a plus, as is a passion for the arts and knowledge of symphonic music.
- Discretion and maturity in working with confidential patron and donor information.
- Proficiency in or ability to learn and use Tessitura and OPAS software.
- Proficiency in the Microsoft Office suite with an emphasis on Word and Excel.
- Willingness to serve on nights and weekends to support performances and other cultivation and stewardship events.
- Firm commitment to diversity, inclusion, and equity.
- Experience with Tessitura (fundraising) software preferred but not required.

Additional Benefits

- Health Insurance
- Paid Time Off
- Sick Leave

Salary: \$42,000 annually plus excellent health insurance and leave package.

To apply: Interested candidates should submit their resume and cover letter via email to Shannon Kelly, Vice President of Development, at skelly@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.