

Individual Giving & Partnerships Manager

ABOUT THE ROLE

The Boise Philharmonic seeks a dynamic and relationship-driven Individual Giving & Partnerships Manager to play a central role in advancing the organization's fundraising efforts. This position is responsible for growing individual giving and corporate partnerships while leading the Philharmonic's annual fund and donor engagement strategies.

Working closely with the Director of Development, this role manages the full donor pipeline below the major gift level — from first-time donors to mid-level supporters — while also cultivating meaningful partnerships with local businesses and sponsors.

This is an ideal opportunity for a fundraising or relationship-focused professional who thrives in a collaborative environment and is excited to make a measurable impact on a vibrant arts organization.

Status:

- Full-time, salaried— approx. 40 hours/week
- Occasional evening and weekend work required for events and donor meetings
- Work location: in office

Rate of Pay: \$50,000 - \$58,000 salary, based on experience

Reports to: Director of Development

KEY RESPONSIBILITIES

Individual Giving & Donor Pipeline

- Manage a portfolio of entry to mid-level donors
- Cultivate, solicit, and steward donors through personalized outreach and meetings.
- Identify and implement strategies to upgrade donors to higher levels of giving.
- Support the full donor pipeline, including acquisition, retention, and re-engagement.

Annual Fund & Donor Engagement

- Plan and execute annual fund campaigns, including appeals and digital fundraising initiatives.
- Lead efforts to convert ticket buyers and subscribers into donors.
- Develop strategies to re-engage lapsed donors and grow entry-level giving.
- Track and analyze donor engagement and giving trends.

Corporate Partnerships & Sponsorship

- Identify, cultivate, and secure partnerships with local businesses and corporate sponsors.
- Develop and present sponsorship proposals aligned with Philharmonic programming and events.

- Manage sponsor relationships and ensure fulfillment of benefits.
- Maintain an active pipeline of 30–40 corporate prospects.

Musician Sponsorship & Affinity Groups

- Support and grow the Philharmonic’s musician sponsorship program.
- Cultivate and steward individual and corporate sponsors.
- Assist in the development and engagement of donor affinity groups (e.g., Women’s Leadership Circle, Physicians Circle, and others).

Fundraising Events

- Collaborate with the Director of Development and Contract Event Producer to support event fundraising.
- Secure event sponsorships and support donor engagement at events.
- Leverage events as opportunities for cultivation and relationship-building

Donor Communications

- Draft and manage donor-facing communications, including appeals, newsletters, and stewardship messaging.
- Collaborate with the Marketing Department on design and distribution of campaigns.
- Develop compelling messaging that inspires giving and communicating impact.

Data, Reporting & Collaboration

- Maintain accurate donor records and activity tracking in the CRM system.
- Monitor progress toward fundraising goals and campaign performance.
- Work closely with the Development Operations & Stewardship Coordinator on reporting and donor data.
- Collaborate with development and marketing staff to ensure aligned and effective outreach.

QUALIFICATIONS

- 3–5 years of experience in fundraising, sales, account management, or a related field
- Demonstrated ability to build and manage relationships with donors, clients, or partners
- Strong interpersonal and communication skills
- Ability to manage multiple priorities and work independently
- Strong organizational skills and attention to detail

Preferred:

- Experience in nonprofit fundraising or corporate sponsorship
- Familiarity with CRM or donor database systems
- Experience with fundraising campaigns or donor communications
- Interest in or passion for the performing arts

ABOUT BOISE PHIL

Serving the Treasure Valley, the Boise Phil was established 65 years ago but traces its artistic roots back to 1885. It is the longest continuously running cultural organization in the state, and one of the longest in the country. The Boise Phil employs nearly 80 professional musicians for each concert season, and presents an array of concerts, education opportunities and other special performances. In addition to the professional orchestra, the Boise Phil also includes the Boise Phil Master Chorale and the Boise Phil Youth Orchestra.

APPLICATION INSTRUCTIONS

To apply, please send a cover letter and resume to Emily Mahon at emily@boisephil.org. Open until filled.

Applicants must be authorized to work in the US without sponsorship.

The Boise Philharmonic Association is an equal opportunity employer that values diversity. All qualified applicants will be considered without regard to race, religion, color, national origin, gender identity or expression, sexual orientation, age, marital status, veteran status, disability status, or any other legally protected category.