

Position Overview

Role: Development Manager

Reports To: Director of Development and/or Executive Director

Hours: Part-Time

Key Responsibilities**Individual Portfolio Management**

- Assist in successfully reaching the FY27 annual fund goal of \$800K.
- Manage an assigned portfolio of 45-50 active individual donors and prospects.
- Conduct 6-8 meaningful donor touchpoints per month (in-person visits, personal phone calls, tailored video calls, or personalized written communications).
- Qualify, cultivate, and directly solicit mid-level donors for increased annual support or multi-year leadership commitments.
- Identify annual fund donors showing strong capacity and affinity to systematically move them into the leadership giving pipeline.

Corporate Partnership Management

- Manage and grow an active portfolio of current and prospective corporate partners. The fundraising goal for FY27 is \$250K.
- Prospect, cultivate, and secure corporate sponsorships for organizational programs and special events.
- Align the organization's mission with each prospective partner's Corporate Social Responsibility pillars.
- Ensure all sponsor deliverables and contractual obligations are fulfilled post-campaign or post-event.

Fundraising Strategy & Administration

- Develop and execute annual corporate fundraising strategies in coordination with the development team.
- Draft and edit compelling sponsorship proposals, pitches, and applications tailored to corporate audiences.
- Manage year-round donor stewardship, including recognition opportunities and impact reporting for corporate donors.
- Maintain accurate, up-to-date records of corporate outreach, pipeline management, and funding proposals in the donor CRM Salesforce.

Engagement & Event Coordination

- Implement the strategy, development, and execution of fundraising and engagement events, including the annual gala, in alignment with leadership priorities.

To apply please send Cover Letter and Resume to m.thayer@elginsymphony.org