



Position Description

POSITION:	Development Manager
REPORTS TO:	Associate Executive Director
SUPERVISES:	Development Coordinator
POSITION TYPE:	Exempt
HOURS:	Full time. Evening and weekend work required.
COMPENSATION:	\$45,000
BENEFITS:	
Health Plan:	100% paid health insurance plan for employee; employee funded option for dependents
Dental Plan:	Employee funded
Term Life Insurance and Long-Term Disability:	Premium 100% paid by employer
Paid Time Off:	13 days paid holiday leave 13 days paid personal leave plus accrual of 0.5 additional day for each year of continuous service up to a maximum of 19.5 days 13 days paid health and wellness leave
Parking:	Paid by employer

Summary: The Development Manager is responsible for providing both donor relations and crucial administrative support. The role will be responsible for creating, implementing, and managing the LPO's fundraising and donor relationship activities. This position oversees a comprehensive program of cultivation and stewardship strategies to attract, engage, and retain donors and works in partnership with the other members of the patron services staff to support patrons in all the ways they engage with the LPO. Experience in developing strategic fundraising plans, the ability to communicate and inspire, and the skills required to plan and manage departmental resources are key to success in this position. They will identify, cultivate, solicit, and steward gifts from new individual donors while nurturing and furthering existing relationships.

Essential Functions:

Fundraising and Donor Relations

- Prepares a comprehensive annual plan for LPO's development activities to support the short- and long-term philanthropic needs of the organization.

- Leads all stages of engagement for donors, including: identification, qualification, cultivation, solicitation and stewardship.
- Proactive management of meetings and solicitations by board and organizational leaders including the Executive Director and Music Director.
- Builds organizational capacity to effectively expand and cultivate a diverse donor base.
- Maintain and increase contributions from renewing donors, and secure new donors to assist in achieving LPO's overall objectives.
- Develop and execute targeted, personalized strategies to increase donor engagement. Communicate persuasively and professionally through personal visits, written proposals, appeal letters, email and telephone.
- Meet and exceed financial and contact goals.

Internal

- Assist to develop, market, implement, and enhance both existing and new giving programs, such as online and monthly giving initiatives. Work with the team to develop engagement opportunities for targeted audiences and affinity groups.
- Develop and implement discovery work and patron roadmap strategies to identify and cultivate prospective new donors.
- Participate as necessary in the development of fundraising collateral and execution of donor events.
- Accurate and timely use of CRM system. Ensures that policies and procedures are up to date and implemented.
- Prepares a monthly and annual summary which includes the fundraising highlights, fundraising results, accomplishments, and summary of goals and objectives.
- Serve as project manager and for budgeting and forecasting for the department.
- Manage gift acceptance to the organization, including overseeing all gift entry, acknowledgment and pledge collection processes; ensure that gifts are received and acknowledged promptly, and processed accurately; ensure that donor intent is honored, and LPO policies are met.

External

- Work effectively with diverse constituencies and stakeholders including donors, patrons, board members, and volunteers.
- Represent LPO at concerts, fundraising and stewardship events, and other organizations throughout the community.

Desired Qualifications:

- Excellent communication, problem-solving and organizational skills.
- Flexible and resilient – possess strong problem-solving skills and be adaptable to change.
- Knowledge and enthusiasm for classical music desirable.
- Exceptional people skills and unwavering commitment to outstanding customer service.
- Must be able to work under pressure and tight deadlines.
- Self-motivated, proactive and able to work independently.

- Strong writing and verbal communication skills.
- Attention to detail and ability to manage multiple deadlines.
- Accounting proficiency; good with numbers and budget management.

Position Requirements:

- 3+ years in development, sales, marketing, or related field.
- Thorough grasp of budgeting procedures; ability to make accurate revenue and expense projections.
- Strong computer experience using a variety of software programs including MS Office, with specific proficiency in Excel.
- Database management experience.
- Willingness to work evenings and weekends.

Applications

Please submit a cover letter that describes your interest and qualifications for the position. Send with a résumé and the names of three professional references. Email to employment@lpomusic.com with the subject line Development Coordinator Search.

All applications will be treated as confidential. References will not be contacted without applicant's knowledge.

For priority consideration, please submit application materials by June 15, 2022.

LPO provides equal employment opportunities to all employees and applicants for employment without regard to race, color, religion, sex, national origin, age, disability, sexual orientation, gender identity, marital status, genetic information, or any other protected classification.