



## **Job Description: San Luis Obispo Symphony Donor Relations Manager**

Position: Full Time, Non Exempt, 40 hours per week

Location: San Luis Obispo, with work from home option

Reports to: Executive Director

To Apply: Email resume and cover letter to [info@slosymphony.org](mailto:info@slosymphony.org)

*The mission of the San Luis Obispo Symphony is to support an outstanding community orchestra, to foster symphonic and chamber music education and to contribute to the cultural and economic vitality of the central coast community.*

The Donor Relations Manager works closely with the Executive Director to actively solicit gifts and sponsorships from donors and prospects. The position oversees the execution of fundraising events and activities, including donor cultivation, annual events, solicitations, and stewardship of key donors. The Donor Relations Manager also oversees external communications for the Symphony, ensuring its messaging is consistent and engaging. The position oversees the organizations contracted marketing firm.

### **Responsibilities**

#### **Development and Fundraising**

- Work closely with the development committee to promote all events and fundraisers, community outreach
- Solicit businesses and individuals with sponsorship opportunities
- Solicit businesses and individuals with in-kind donations for raffles and auctions
- Work with Executive Director on donor cultivation and stewardship, including correspondence and in person visits
- Develop direct mail pieces
- Assists with written proposals for grants
- Participate in events and some patron services as a way to promote the organization
- Serves as initial contact for all donors
- Oversee and manage the donor database, Patron Manager
- Record gifts from donors, and track, invoice, and follow up on pledges
- Ensures process for timely donor acknowledgement
- Coordinate, execute, and attend special promotional events including receptions and other on and off-site events such as free concerts, outdoor concerts, and tabling activities
- Represent SLO Symphony at public events as assigned
- Coordinate board committees responsible for supporting fundraising (Development, Gala, Pops concerts, as needed)
- Participate in the planning of all fundraising events, including Pops By the Sea, New Year's Eve, and annual Gala

- Prepare monthly report regarding fundraising activity for the Board of Directors
- Recruit and train any fundraising volunteers, as needed

### Marketing and Communications

- Work with staff to send informative emails to patrons
- Manage and contribute to social media presence
- Maintain fundraising and sponsorship section of the website
- In coordination with the Executive Director, oversee contracted marketing firm who will
  - Prepare press releases
  - Coordinate media buys with external partners
  - Create marketing materials as needed
- Other duties as assigned.

### **Essential Qualifications**

- Minimum 2 years in fundraising, major donor cultivation, communications, marketing and promotions, sales, or a related field
- Experience in nonprofit development and stewardship, direct mail, public relations, and event planning
- Proficiency in CRM, Word, Excel, Canva (or other design software), and Google Analytics
- Attention to detail, especially when working with pledges, vendors, and contracts
- Self-starter with a strong sense of personal responsibility, initiative, and strategic thinking
- Strong written and oral communication skills
- Willing and able to work with venue staff, patrons, board members, and local media personnel as needed
- Ability to learn and retain information, willingness to take notes and refer to past information
- Background with music is preferred
- Available to work some nights and weekends
- Ability to work in the SLO office, Performing Arts Center, and other local venues as needed

### **Physical Demands & Abilities**

- Regularly speak audibly and clearly over the phone and via Zoom
- Regularly spend several hours sitting and using office equipment and computers
- Regularly work on repetitive tasks
- Regularly hold the arm and hand in one position or hold the hand steady while moving the arm
- Regularly use headphones and earpiece
- Sometimes climb a ladder carrying a light to medium load
- Sometimes drive equipment and supplies to event/recording locations
- Sometimes assist with moving and setting up furniture and storage items
- Often lift 20-30+ pounds, occasionally lift 50+ pounds

## **Benefits and Salary**

This is a 40 hours per week position with full time benefits.

Salary Range: \$26-36/hour

### Benefits:

- 11 Paid Holidays per year (set dates) and 1 Personal Day
- Paid Sick and Vacation time
- Health and Dental insurance
- Complimentary tickets to symphony events upon request
- Employee Retirement plan with 2% matching
- Flexibility with schedule
- An atmosphere of friendly and open communication
- Close working relationship and networking opportunities with other arts organizations and nonprofits in the area

*The San Luis Obispo Symphony is an equal opportunity employer, will not discriminate, and will take "affirmative action" measures to ensure against discrimination in employment, recruitment, advertisements for employment, compensation, termination, upgrading, promotions, and other conditions of employment against any employee or job applicant on the bases of race, creed, color, national origin, or sex.*