



Job Description

Position: Individual Giving Manager

Classification: FLSA exempt

Position Summary: The Individual Giving Manager is responsible for managing the Orlando Philharmonic Orchestra's annual fund activities, including a Year End Campaign, the United Arts Campaign, and a special events calendar including cultivation, stewardship, and fundraising events. The Individual Giving Manager will identify new prospects and cultivate/steward existing relationships to maximize giving in alignment with organization priorities. This position reports to the Director of Development.

Essential Responsibilities:

- Conduct the full range of activities required to identify, cultivate, and steward annual fund donors to ensure annual goals are met
- Establish and manage campaign timelines and communications
- Create and maintain a donor pipeline and moves management process for annual fund donors, and work with the Director of Development to identify major gift prospects
- Oversee the acknowledgement process to ensure donors are thanked in a timely manner that adheres with IRS regulations
- Work with the Development team to assure that all donors are properly acknowledged in the program, adhering to Marketing Department deadlines
- Prepare event-related communications and manage event revenue and expenses
- Manage event set up, implementation, and clean up; including volunteer coordination
- Work collaboratively with and in support of other staff, board, and committee members to establish, execute, and evaluate fundraising strategies and goals
- Maintain accurate records of campaign progress and special event attendance and report regularly on progress
- Prepare reports for board and committee meetings
- Attend concerts and support events as needed
- Serve as an ambassador within the community
- Perform other related duties as needed

Qualifications:

- Bachelor's Degree in related discipline
- At least 2 years' direct fundraising experience
- Direct campaign management experience strongly desired
- Experience with Tessitura or similar CRM preferred
- Experience planning and managing special events preferred
- Excellent organization and time management skills
- Superior communication and persuasive writing skills
- Strong interpersonal skills
- An understanding of and belief in the mission of the Orlando Philharmonic Orchestra
- Music/arts background and deep knowledge of the Central Florida community a plus

Candidates interested in this position please submit a cover letter, resume, salary expectations and two writing samples (solicitation letter and acknowledgement letter) to info@orlandophil.org.