JOB TITLE: Development Manager
REPORTS TO: LSO Executive Director
CATEGORY: Full Time, Salary

POSITION SUMMARY:
The Development Manager is responsible for the planning, management, implementation, and evaluation of the fundraising programs of the Lansing Symphony, including special events, annual gift campaigns, grant writing, sponsorship, and other philanthropic revenue programs.

RESPONSIBILITIES:
• In conjunction with the Executive Director and Board of Directors, strategize, create, implement, and monitor a comprehensive contributed revenue plan.

• Manage and implement all phases of the Annual Fund campaign; acknowledge patrons properly for their contributions, maintain records in designated CRM system, and provide reports for LSO leadership as requested.

• Understand and apply all aspects of the individual donor development cycle - including donor identification, research & qualification, cultivation, effective solicitation, acknowledgment, and stewardship.

• Solicit, develop, and grow a pipeline of donors sufficient to meet or exceed annual revenue goals.

• Implement Corporate Sponsorship program; research and identify potential sponsors; prepare proposals, and steward current sponsors.

• Prepare grant applications and required grant reports.

• Work with volunteers to plan all special fundraising events and ensure proper and successful execution of events.

• Support the efforts of the Development Committee.

• Facilitate and monitor tracking and reporting systems to ensure all goals are met.

• Facilitate mailings by verifying the accuracy of the mailing list, composing/editing solicitation copy, and preparing pieces to be mailed.

• Ensure all donor and sponsorship benefits are fulfilled.
**LSO STAFF DUTIES AND RESPONSIBILITIES**

- Attend LSO performances and events; attend Board and committee meetings as assigned; represent the LSO at civic and cultural events in a manner that demonstrates the highest standards of professionalism and ethical conduct.

- Supervise Development Intern, if applicable

- Work collaboratively with other LSO team members for the benefit of the organization.

- Commit to on-going professional development and improvement.

- Perform other functions as assigned by the Executive Director.