

GREATER TWIN CITIES YOUTH SYMPHONIES (GTCYS)

Position: Development Manager
Reports to: Chief Development & Engagement Officer
Supervises: Development Coordinator
Category: Full-time, exempt
Compensation: \$65,000 - \$75,000 depending on experience

POSITION SUMMARY

In collaboration with the Chief Development & Engagement Officer, the Development Manager will play a vital role in advancing GTCYS' mission by strengthening a growing culture of philanthropy. The Development Manager will help develop and execute comprehensive fundraising strategies to increase philanthropic support from individual donors, retain donors with strong stewardship, and broaden GTCYS' donor base through new initiatives. Key responsibilities include managing the annual fund, ensuring a healthy donor pipeline, and maintaining a portfolio of mid-level donors. This role will contribute to building thoughtful and effective donor journeys.

The ideal candidate has successful experience managing intricate details of annual funds and development calendars, writing compelling language to inspire giving, and analyzing CRM data to measure progress and recommend improvements. They will also have strong interpersonal and supervisory skills, and experience prospecting, stewarding and soliciting individual donors.

As a nearly \$3M organization, GTCYS raises just over \$1M annually in contributed revenue from a growing base of approximately 600 individual donors and 60 institutions, with more than half of its revenue generated through tuition and ticket sales. This is a hybrid position in the Twin Cities, with some in-person work at GTCYS' St. Paul office, as well as some evening and weekend attendance at donor meetings, concerts, and key activities.

RESPONSIBILITIES

- In collaboration with the Chief Development & Engagement Officer, develop and implement GTCYS individual giving strategy, aligning annual goals, metrics, and budget priorities with organizational objectives.
- Plan and execute individual giving campaigns and appeals for the annual fund and special campaigns, including direct mail and online fundraising.
- Write compelling development-related copy, including appeals, digital communications, and acknowledgements.
- Research and identify individual prospects to build a pipeline for major gifts.
- Oversee moves management for the individual donor base (around 600 households)
- Manage a growing portfolio of mid-level donors (\$500 - \$1,000), with personal cultivation, stewardship, and solicitations to build close relationships and secure gifts.
- Plan and coordinate year-round stewardship activities and fundraising events, primarily around program activities.
- Oversee volunteers for development activities and special events.
- Monitor the effectiveness of individual giving initiatives, analyzing donor data in GTCYS' database (Neon CRM), track key metrics, create progress reports, and adjust strategies as needed.
- Manage the annual fund budget.
- Assist the development team in the grant writing and tracking process.
- Participate in the board's development committee meetings Supervise the Development Coordinator, responsible for gift processing, donor acknowledgement, data entry, and reporting to ensure accuracy and uphold best practices.
- Attend GTCYS activities to engage constituents, build and maintain relationships with patrons, and serve as a GTCYS ambassador.

EXPERIENCE, SKILLS & ATTRIBUTES

- 4+ years of professional fundraising experience in individual giving and annual fund management preferred
- Understanding of best practices and knowledge of the fundraising field.
- Successful track record of annual fund management.
- Excellent organizational, project management, and analytical skills.
- Superior writing and editing skills and the ability to articulate GTCYS' case for support.
- Experience with moves management and prospecting preferred.
- Proficiency with CRM databases and donor management software (GTCYS uses Neon CRM).
- High-level skill with Excel and PC-based Microsoft 365.
- Supervisory experience preferred.
- Authentic passion for GTCYS' mission and equity goals (background in music is strongly preferred).
- Relationship-building skills and ability to create trust with broad range of constituents, including young people and their families.
- Ability to work evenings and weekends to support GTCYS program activities.
- Motivated, flexible, and able to work well independently and with others.

GTCYS is committed to being an inclusive and equitable workplace, and we strive to create a diverse staff that represents the broad communities we serve. Applicants from populations underrepresented in classical music are strongly encouraged to apply.

COMPENSATION & BENEFITS

Salary is \$65,000 - \$75,000 depending on experience. Benefits include health insurance (70% paid by GTCYS), 3% match to 401(k) plan, long term disability insurance, access to dental insurance, generous paid time off, paid holidays, weeklong closure during the winter holidays, and summer Friday half-days.

TO APPLY

Combine the following documents into a single pdf and email it to Erin Jude at erin@gtcys.org. Incomplete applications will not be considered.

- Cover letter describing how your professional experience and skills align with this role
- Resume
- Three professional references
- 1-3 writing samples (e.g. solicitation letters, digital communications, acknowledgements, articles)

Position open until filled. The selection process may include screening calls, Zoom and in-person interviews, and reference checks. It is preferred that the selected candidate start in late June or July.

ABOUT GTCYS

Now in its 54th season, the Greater Twin Cities Youth Symphonies (GTCYS, pronounced git-seez) is the largest youth orchestra program in the United States, with 11 orchestras, community initiatives, and camps. Under the leadership of artistic director Mark Russell Smith and a team of highly talented conductors, more than 1,300 students ages 7-18 of all skill levels from across the Minneapolis-St. Paul region in Minnesota participate in our programs. Weekly rehearsals, 30+ concerts, and enrichment activities help students develop life skills like teamwork and confidence through the pursuit of excellence. We believe every young person should have access to high-quality music instruction, regardless of their background. To meet the growing community need, GTCYS continually expands its programs and offers more than \$300,000 in need-based scholarships so no student is turned away. GTCYS gives students a place to belong, helps them build skills for any career path, and inspires a lifelong love of music. Learn more at gtcys.org.