



Tucson Girls Chorus

Position: Fund Development Manager

Position Type: Full time

Position Summary:

The Fund Development Manager will be responsible for planning, implementing, and evaluating a comprehensive fund development program to support the Tucson Girls Chorus' mission and strategic growth.

Key Responsibilities

- **Fund Development Strategy**
 - Develop, implement, and oversee an annual fund development plan aligned with the Tucson Girls Chorus' strategic goals and budget.

- **Grant Management**
 - Research, write, and submit grant proposals to local, national, and federal funding sources.
 - Oversee the grant calendar to ensure timely submissions and reporting.
 - Expand grant portfolio by identifying untapped opportunities and building relationships with funders.

- **Donor Engagement and Cultivation**
 - Create personalized engagement strategies in partnership with Director for major gift donors.
 - Plan and execute donor appreciation events, backstage tours, and exclusive experiences such as rehearsal invitations.
 - Collaborate with the Director and board to identify and cultivate new donor relationships.

- **Data Management and Reporting**
 - Manage and optimize the CRM system (eTapestry) for donor tracking, segmentation, and reporting.

- Analyze donor data to inform strategies and measure success, including metrics like donor retention, average gift size, and donor engagement trends.
- Prepare regular fundraising reports for the Director and board committees.
- **Communications and Campaigns**
 - Coordinate and draft annual appeal letters, stewardship communications, and impact updates.

Recommended Skills and Qualifications

- 3 – 5 years of experience in the nonprofit sector
- Excellent verbal and written communication skills
- Ability to manage multiple projects and meet deadlines effectively
- Strategic thinker with a detail-oriented approach to execution
- Experience in working with and managing CRM systems and donor research tools

Salary Range: \$50,000 - \$60,000

Benefits: As a full time, Tucson Girls Chorus staff member, this position is eligible for benefits including:

- Health insurance
 - 90-day waiting period required
- PTO
- PST
- IRA match up to 3% of salary
 - 2 years waiting period required

How to Apply:

Interested candidates should submit a **resume and cover letter** detailing your interest in the position, work experience, and other relevant skills to Lisa Robinson, lrobinson@tucsongirlschorus.org by March 10, 2025.

The Tucson Girls Chorus is committed to compliance with all applicable fair employment practice laws. The TGC strictly prohibits and does not tolerate discrimination against employees, applicants, or any other covered persons because of race, color, citizenship status, national origin, ancestry, gender, sexual orientation, gender identity, age, religion, creed, physical or mental disability, marital status, veteran status, political affiliation, genetic information or any other factor protected by law.

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