



Announces an opening for:

Fund Development Manager

Two-Time Grammy-nominated True Concord Voices & Orchestra is Tucson's professional chamber choir and orchestra, one of the country's most esteemed performing arts institutions. Having just concluded its 21st season, True Concord presents 25-plus performances throughout Tucson and the Southwest, bringing to thousands of audience members a mix of classic masterworks and music of our time, commissioning new work from some of the leading and most promising composers in the world. In addition to live concerts, True Concord is acclaimed for its recordings, broadcasts and video concerts, the latter having been particularly noted during the pandemic. True Concord is a donor-centered nonprofit 501c3 with an exemplary record of fiscal responsibility and volunteer Board stewardship.

Position Summary

The Fund Development Manager will be responsible for developing, implementing, and evaluating a comprehensive fund development program to support True Concord's mission and strategic growth. This role emphasizes donor cultivation, relationship management and stewardship, with a focus on individual solicitation, planned giving, grants, and donor engagement opportunities.

Key Responsibilities

Fund Development Strategy

- Develop, implement, and oversee an annual fund development plan aligned with True Concord's strategic goals and budget in coordination with the Music Director and Board
- Build strategies to increase gifts by focusing on mid-level donors and overall donor retention
- Expand planned giving efforts to engage long-term support and sustainability of mission

Donor Engagement and Cultivation

- Create personalized engagement strategies for, and solicit mid to low-level donors (\$5,000 and below)
- Plan and execute donor appreciation events, backstage tours, and exclusive experiences such as rehearsal invitations or pop-up concerts
- Collaborate with the Music Director and Board to identify and cultivate new donor relationships
- Support Music Director with personalized engagement strategies for top-tier donors

Data Management and Reporting

- Manage and optimize the CRM system (Patron Manager) 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 Music Director and Board

Communications and Campaigns

- Coordinate and draft annual appeal letters, stewardship communications, and impact updates
- Generate gift acknowledgement letters and donor lists for publication in program books, etc.
- Coordinate gift acknowledgement phone calls by the Board
- Collaborate with marketing to ensure consistent messaging across donor materials and campaigns
- Join True Concord Board and staff at True Concord concerts and events, making presentations as requested

Grant Management

- Research grant opportunities and write grant proposals and reports 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

Required Skills and Qualifications

- Bachelor's degree (with preference given to studies in music)
- Minimum 2-3 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
- Familiar and conversant with choral music
- Experience in working with and managing CRM systems and donor research tools

This a full-time, in-office position reporting to the Founding Music Director. Starting salary in the mid \$50Ks, plus health insurance allowance. Benefits include generous paid time off and comp time in the summer. A forty-hour work week in the office is standard for most of the year, plus evening concert duty on weekends and for special events and meetings.

Applications are accepted throughout July, with interviews in August for a start date in September.

True Concord recognizes that a diversity of experience and perspectives is vital to advancing innovation, critical thinking, complex problem solving and the creation of an inclusive workplace. We do not discriminate in employment on the basis of race, color, religion, sex (including pregnancy and gender identity), national origin, political affiliation, sexual orientation, marital status, disability, age, parental status, military service, or other non-merit factors. Women and persons of color are particularly encouraged to apply.

More information about True Concord can be found at www.TrueConcord.org.

To apply, send a letter of interest and resume to Joshua Keeling, Operations Manager: jkeeling@trueconcord.org.