



TUCSON SYMPHONY ORCHESTRA

Development Manager – Events & Donor Services

ABOUT

Formed in 1928-29 as the first professional symphony orchestra in the Southwest, the TSO is the longest continuously performing professional arts organization in Arizona. The mission of the organization is to build and enrich community through the experience of live music of the highest quality. The TSO serves nearly 100,000 patrons annually, including 20,000 students, through concerts, educational programming, and outreach. More than 1,000 donors and stakeholders support the TSO's work on stage, in schools, and in the community and this base of support is expected to grow as the organization approaches its centennial.

Under the artistic leadership of Music Director José Luis Gómez, celebrating his 10th Anniversary Season in 2026-27, the TSO's vision is to reflect its many communities and bring them together through music.

THE OPPORTUNITY

The Development Manager-Events & Donor Services joins a high achieving fundraising team at an exciting time. Contributed revenue at the TSO has grown from \$1.7M just several seasons ago to more than \$3.1M this past season. Fundraising and stewardship events have grown in tandem and generate more than \$250,000 each season, as they also serve to bring our community of supporters together to advance the TSO's mission.

DUTIES AND RESPONSIBILITIES

This position is responsible for a growing portfolio of events which currently includes Cotillion, Parties of Note, open rehearsals, Classic Series Donor Lounge, the PRIMO gala, other meet the artist and special events as assigned.

- Manages the TSO's annual calendar of events and timeline/tracking documents to assure timely event production
- Communicates progress regularly with artistic, production and other internal stakeholders
- Develops and manages event mailing lists
- Produces print and digital invitations and related marketing collateral
- Works with TSO marketing and outside media to promote events as appropriate
- Accurately tracks event RSVPs
- Serves as the staff liaison to and supports the volunteer leadership of various steering committees, especially Cotillion and PRIMO, and serves as note taker

- Works closely with donor-hosts to prepare for house parties, including Parties of Note
- Manages relationships with outside vendors, including venues, caterers, bartenders, auctioneers, graphic designers and photographers
- Oversees the accuracy of Banquet Event Orders and other external relationships with vendors
- With senior leadership, prepares and manages event budgets
- Produces and reconciles income reports and prepares and sends timely invoices
- Provides donors with written acknowledgement for all gift payments related to events, including in-kind gifts
- Prepares day of event talking points for senior leadership, including the President & CEO
- Prepares event registration materials
- Distributes event details and guest lists to senior leadership
- Fulfills benefits such as complimentary parking for concert donor lounges and auction experiences following the gala
- Oversees set-up, operations, and tear-down of all events utilizing other staff and volunteers
- Works with marketing and contract photographers to document, share and promote successful events with the community

Other Administrative and Stewardship duties

- Takes part in monthly Board Development Committee meetings
- Utilizes the TSO's Customer Relationship Management (CRM) software, DonorPerfect to manage mailing lists, event attendance and payments
- Builds and maintains positive relationships with individual donors, volunteers, and community stakeholders
- Provides support for development operations as assigned

REQUIRED SKILLS AND QUALIFICATIONS

- Bachelor's Degree or commensurate work experience
- 1-2 years prior experience in events management, fund development, or related position
- Strong computer skills including Microsoft Office Suite (Word, Excel, PowerPoint and Outlook)
- Demonstrated success managing a database
- Ability to collect, organize and analyze data
- Strong oral and written communications skills
- Attention to detail and excellent planning and organizational skills, including the ability to manage multiple projects simultaneously
- Positive attitude and team-oriented work style
- Ability to work with a wide range of constituents, including community volunteers
- Commitment to outstanding customer service
- Essential Functions:
 - Able to lift up to 25 lbs
 - Available to work nights and weekends for concert duty as needed
 - Available to travel to performances throughout Pima County as needed
 - Maintain an active driver's license and vehicle insurance

PREFERABLE SKILLS AND QUALIFICATIONS

- Passion for Music, prior experience working in the arts is a plus.

POSITION DETAILS

Job Title: Development Manager-Events & Donor Services

Reports to: VP of Philanthropy

Supervises: N/A

Classification: Full-time, exempt

Hours: 40 hours/week

Compensation: \$45,000-\$50,000 commensurate with experience

Benefits: Comprehensive benefits

AN EQUAL OPPORTUNITY EMPLOYER

Tucson Symphony Orchestra is an Equal Opportunity Employer that does not discriminate on the basis of actual or perceived race, color, creed, religion, national origin, ancestry, citizenship status, age, sex or gender (including pregnancy, childbirth and pregnancy-related conditions), gender identity or expression (including transgender status), sexual orientation, marital status, military service and veteran status, physical or mental disability, genetic information, or any other characteristic protected by applicable federal, state or local laws and ordinances. Tucson Symphony Orchestra's management team is dedicated to this policy with respect to recruitment, hiring, placement, promotion, transfer, training, compensation, benefits, employee activities, access to facilities, programs, and general treatment during employment.

INCLUSION

Our patrons and audiences come from all walks of life and so do we. We hire great people from a wide variety of backgrounds, not just because it's the right thing to do, but because it makes our company stronger. If you share our values and our enthusiasm for the performing arts, you will find a home at TSO.

BACKGROUND CHECKS

Prior to submitting your application package for this position, please review it carefully for accuracy. TSO does verify academic credentials for its candidates, and frequently conducts background checks including work history before finalizing an offer.

TO APPLY

Please send cover letter and professional resume with at least three references to: applications@tucsonsymphony.org or ATTN: VP of Philanthropy, TSO, 2175 N. Sixth Avenue, Tucson, AZ 85705. If you have a work sample(s) from previous event management or fundraising experience, we will consider that too.

