



### Job Description

**Position:** Development Manager

**Hours:** 40 hours per week. General work hours are 8:30am to 5:00pm Monday through Friday with weekend and evening hours corresponding to the Bach Festival's performance and event schedule.

**Salary:** Mid-40s

**Benefits:** Group health after 90 days' employment. Paid time off accrued beginning from date of hire.

**Reports to:** Executive Director

**Classification under Wage and Hour Regulations:** Non-Exempt

### General Description

Under the direction of the Executive Director, the Development Manager is responsible for managing and expanding fundraising operations for the Society. This role works closely with other members of the staff, ensuring retention and stewardship of current donors as well as identifying and developing new sources of contributed income.

As a leader in the arts and cultural sector in Central Florida, the Bach Festival Society has a robust network of supporters. The Development Manager will be responsible for deepening these connections and forging new relationships with individuals, corporations, and institutions.

### Primary Responsibilities

- Develop and manage implementation of annual development work plan
- Manage grant research, writing and reporting
- Oversee implementation of annual fund campaigns
- Manage system for major gifts and prepare appropriate person for solicitation
- Manage a portfolio of donors
- Develop and implement a corporate giving program
- Manage newly-established planned giving program
- Develop and implement stewardship plan
- Support Board of Trustees Development Committee
- Input gifts, donor contacts, and notes to Patron Manager

### Preferred Qualifications

- Bachelor's degree or post-secondary training
- Minimum of 3 years' experience in development
- Knowledge of and appreciation for choral and classical music
- Must be comfortable engaging with donors and stakeholders through an array of communication methods
- Ability to manage logistical details
- Pleasant demeanor and excellent written and verbal communication skills
- Excellent organizational skills
- Ability to work with accuracy and to maintain confidentiality
- Ability to work independently and also as a member of a team
- Commitment to meeting deadlines
- Ability to work well under pressure
- Proficiency in Microsoft Office suite and Patron Manager or other Customer Relationship Management (CRM) software
- Must be available evenings and weekends for concerts

**If you are interested in applying for this position, please mail or email a resume and three references to:**

**Bach Festival Society Human Resources**

1000 Holt Ave., Box 2763, Winter Park, FL 32789  
HR@BachFestivalFlorida.org