



## **FUND DEVELOPMENT MANAGER**

**JOB TITLE:** Fund Development Manager  
**FLSA STATUS:** Full-time, Exempt  
**REPORTS TO:** Director of Development

### **JOB SUMMARY:**

The Santa Rosa Symphony is seeking a skilled and motivated fundraising professional to join its team as Fund Development Manager. Reporting to the Director of Development, the Fund Development Manager will play a key role in executing the Symphony's fundraising strategy. This full-time position is responsible for managing core annual fund activities, including direct mail campaigns, individual donor cultivation and stewardship, special event support, and oversight of development systems. The ideal candidate is organized, proactive, and committed to advancing the Symphony's mission through effective donor engagement and fundraising operations.

### **Essential Duties and Responsibilities**

- Execute the established plan to retain, acquire, and increase donors & their support of the Annual Fund.
- Manage direct mail solicitations, online giving program, and special appeals.
- Maintain a portfolio of Annual Fund prospects and donors giving up to \$1,999, with a focus on cultivation, solicitation, and stewardship.
- Assist Director of Development in the planning and execution of fundraising, cultivation, and stewardship events by identifying potential guests; sending announcements and invitations; making and coordinating arrangements; arranging catering, where needed; and event follow-up with supporters to continue engagement opportunities.
- Create, update, and distribute various development reports, as requested.
- Research potential new individual and corporate funders for the organization.
- Ensure giving pages on the SRS website are current and reflect active giving campaigns and levels.
- Coordinate donor recognition listings, ensuring accuracy and consistency across all materials and publications.
- Manage ongoing fulfillment of Annual Fund benefits, ensuring donors are aware of and able to avail themselves of relevant benefits in a timely manner.
- Under the guidance of the Director of Development, manage the successful operation of the Private Reserve Club, the private lounge at Green Music Center that serves major donors during Classical Series performances.
- Manage the creation and dissemination of the Symphony's new donor newsletter, ensuring timely and engaging communication of benefits, events, impact stories, programmatic news, and donor-related updates.
- Process donation transactions, as needed.
- Perform additional duties as assigned by the Director of Development to support the goals and operations of the Development Department.

### **Other Responsibilities**

- Demonstrate palpable affinity for the orchestra and a commitment to its mission and goals.
- Uphold and respect the confidentiality of donor and patron information obtained with all transactions.
- Maintain a positive demeanor during periods of stress and challenge.
- Adhere to all organizational policies and procedures.

### **Required Skills and Qualifications**

- A minimum of 2+ years of fundraising experience, preferably in the performing arts sector.
- Bachelor's degree or equivalent experience.
- Flexible evenings and weekends for event support and the ability to attend SRS concerts regularly.
- Friendly, responsive, attentive, and patron-centric demeanor in person, on the phone, and in written communications.
- Exceptional attention to detail, verbal, and written communication skills.
- Ability to work independently, solve problems, and manage time and projects.
- Strong computer skills, including familiarity with cloud-based platforms such as Microsoft 365, Slack, and Zoom, and experience working in a customer relationship management database system.
- Valid driver license.

### **Working Conditions:**

- Ability to sit or stand for prolonged periods of time.
- Ability to work on a computer in an office environment.
- Ability to lift and carry up to 20 pounds periodically.

### **Position:**

The Fund Development Manager is a full-time, exempt position based at the Symphony's office in Santa Rosa. The Symphony offers a hybrid work environment to its administrative employees. In addition to regular business hours Monday-Friday from 9:00am-5:00pm, some weekend and evening hours throughout the year will be required for performances, meetings, and other events.

### **Compensation:**

Salary range for this position is \$67,000-\$75,000, depending on experience. Compensation package includes 100% employer-sponsored health, dental, and vision insurance, 401k plan with employer match, paid vacation, holidays, and sick leave.

### **To Apply:**

Email cover letter and resume as a single PDF by Friday, March 6, 2026, to Enid Rickley-Myres, Director of Development, at [erickley@srsymphony.org](mailto:erickley@srsymphony.org). Include job title in subject line. No phone calls, please.

The Santa Rosa Symphony is committed to providing equal opportunity for all persons employed or seeking employment with the Symphony. The Symphony will recruit, hire, retain, promote, and otherwise treat all employees and job applicants equally, without regard to race, color, religion, national origin, gender, age, physical or mental disability, marital status, medical condition, sexual orientation, veteran status, or any other basis prohibited by applicable law.

### **About Santa Rosa Symphony**

Now in its 98<sup>th</sup> season, the Santa Rosa Symphony is one of the oldest symphony orchestras in the western states. Located in Sonoma County's picturesque wine country, Santa Rosa, California has forged an identity as a place in love with classical music. Few cities in America of comparable size support a regional symphony association so vital, dynamic, and innovative.

Santa Rosa Symphony is the resident orchestra performing in Weill Hall at Sonoma State University's Green Music Center. The 1,400-seat Weill Hall is magnificent and impressive, featuring beautiful views of the rolling hills. One of the most acoustically-superb concert venues in the world, Weill Hall was designed to replicate the intimacy and acoustics of Vienna's Musikverein and Seiji Ozawa Hall at Tanglewood, where the Boston Symphony performs during the summer.

Santa Rosa Symphony performs seven classical concert sets – with three performances of each set – in Weill Hall

from October through May. Other programs that reach diverse local audiences include a Pops Series, a Family Series, and Free Concerts for Youth.

Francesco Lecce-Chong, our charismatic Music Director and Conductor, joined the organization in 2018 and is now in his eighth season. A Solti Foundation Award winner, the Boulder, Colorado native began conducting at the age of 16 and graduated from the Mannes College of Music and Curtis Institute of Music, where he studied with Otto-Werner Mueller. His captivating command at the podium draws rave reviews.

Widely recognized as one of the area's premier cultural institutions, the Santa Rosa Symphony is not only renowned for artistic excellence, but also acclaimed for our outstanding Institute for Music Education. Through ambitious community outreach, we nurture bright futures for 20,000+ youth annually. Music education programs include: six youth ensembles, an instructional summer music academy, in-school programs, and Free Concerts for Youth at Green Music Center.

The Santa Rosa Symphony Association is governed by a 36-member Board of Directors and run by a dedicated, professional staff. The Symphony is supported by active Emeritus Advisors, the Santa Rosa Symphony League, and countless other contributors: loyal and generous sponsors, donors, patrons, and volunteers. The Symphony is financially sound and has maintained a cash-positive position for nearly two decades. The Santa Rosa Symphony is a member of the Association of California Symphony Orchestras and the League of American Orchestras.

For more information, visit [www.srsymphony.org](http://www.srsymphony.org).