



DEVELOPMENT MANAGER

Reporting to the Director of Development, and working closely with the Executive Director, Artistic leadership, the Board, and other volunteers, the Development Manager is actively involved in all aspects of SFGC's development efforts. This comprehensive position oversees the annual giving campaign, the parent-led Auxiliary Committee, and the Alumnae Association. This position is responsible for all development administration including gift management, acknowledgment, and reporting. In partnership with the Director of Development, the Development Manager helps to plan a suite of special events each year, including the annual Gala. S/he coordinates Board and Development Committee meetings, attending and taking minutes at both. The Development Manager also maintains the institutional giving calendar and helps with prospecting and research for corporate and foundation support. S/he also helps to manage volunteers, including student aides, parents, and other committee members.

We are looking for an administrative rock star who likes things to run like clockwork and is ready to take ownership of SFGC's Development programs in a dynamic, supportive environment. This position offers many possibilities for professional growth and project management, as well as the opportunity to streamline and generate new systems. Individuals who enjoy music/the arts and thrive in a creative workspace are encouraged to apply. The Development Manager position provides many opportunities for cultural engagement and enrichment through SFGC concerts and collaborations, which feature local and international artistic partnerships.

RESPONSIBILITIES:

Gift Administration and Reporting (25%)

Maintain detailed fundraising records in Raiser's Edge for all gifts and pledges. Serve as a champion for increased database utilization, including tracking new data points and facilitating the transfer of information between SFGC systems. Develop reports to reveal giving trends and constituent behavior, utilizing data points from multiple systems (MailChimp, Squarespace, City Box Office, etc). Manage coding system to facilitate accurate gift recording and reporting. Generate donor acknowledgments and pledge reminders. Serve as gift stewardship problem solver, managing problem payments, generating replacement acknowledgment letters, and resolving other donation issues. Provide monthly reports on income and goal progress to DoD and ED. Reconcile Development records with the Finance department on a monthly basis. Generate accurate donor lists for concert/gala programs and other recognition opportunities. Serve as project manager for yearly Annual Report. Participate in prospecting discussions with DoD and ED, utilizing knowledge of SFGC giving trends and donor history. Manage prospecting data from board members and other volunteers.

Special Events and Donor Stewardship (20%)

Serve as 'Culture of Philanthropy' ambassador in relations with SFGC staff, parents, volunteers, and other stakeholders. Provide high-quality and personalized stewardship to all members of the SFGC community. Attend concerts and other cultivation events, assisting with donor relations. Provide staff support and administrative structure for all aspects of SFGC's annual Gala and live auction, and several donor receptions each year. Help plan and execute other fundraising events, specifically related to, or under the purview of, the Alumnae Association, the Chorus School, the Parent Auxiliary Committee, and other grassroots community efforts. Solicit in-kind contributions from individuals and business donors. Manage donor recognition in printed materials, spoken remarks, and other collateral. Record event and concert attendance in Raiser's Edge.

Annual Fund (15%)

Plan and manage the timeline for the Year-End and Spring Appeals (direct mail and electronic). Work with ED, DoD, Board and/or Artistic leadership to draft appeals and associated follow up. Segment and manage donor lists and tailor appeals to each constituency. Negotiate and coordinate with vendors for printing and fulfillment of mailings and collateral. Conduct reporting on current and past appeals, and provide recommendations for increased targeting, efficiency, and income. Partner with DoD to develop new and exciting campaigns to encourage philanthropy.

General Development Administration (15%)

Liaise interdepartmentally (Artistic, Chorus School, Finance, etc) and with external parties including visiting artists, composers, musicians, peer institutions, consultants, and other stakeholders. Manage supplies and vendor relationships with regard to printing, mailings, collateral, catering, and other departmental purchases. Liaise with major donors to facilitate season subscription ticketing. Ensure benefits are tracked and fulfilled with regard to the Annual Fund, Major Gifts, corporate underwriting, Gala sponsorships, and other restricted donations. Maintain a yearly archive of Development collateral. Manage Development calendar and participate in planning for future fiscal years. Provide support of DoD for special fundraising initiatives and patron travel opportunities. Other tasks as assigned.

Development Communications (10%)

Write, edit, and prepare Development communications, including direct mail and email solicitations, the Annual Report, and other collateral. Assist with preparation of concert materials as needed. Manage Development Communications calendar.

Auxiliary Committee, Alumnae Association, and Parent Relations (10%)

Serve as administrative manager for SFGC's Alumnae Association and Parent Auxiliary Committee. Facilitate Auxiliary Committee meetings, plan agenda, and follow-up steps with Committee Chair. Participate in Alumnae Association restructuring initiative, and develop systems for alumnae data management. Administer Alumnae Association membership program and associated communications.

Board Relations (3%)

Prepares materials for Board meetings. Attends and takes minutes at all meetings of the Development Committee and Board. Supports DoD in generation of annual Board appeal and associated income tracking.

Institutional and Corporate Giving (2%)

Informs DoD and Grants Officer of new grant prospects. Participates in Foundation stewardship as appropriate. Assists DoD in cultivation and research of corporate prospects. Administers corporate membership and benefits program. Facilitates event/concert invitations for foundation contacts with assistance of Grants Officer.

REQUIRED:

- Bachelor's Degree
- Three to five years of progressively increasing responsibility as a development professional
- Excellent communications skills -- written, verbal, and aural -- and strong attention to detail
- Experience with Raiser's Edge or other development software, and MS Office
- Outstanding interpersonal skills with the ability to motivate and manage volunteers
- Ability to balance multiple priorities in a fast-paced environment
- Expertise in and passion for systems management, with an eye to streamlining and efficiency
- Collaborative team player with the ability to work independently as well
- Background or interest in performing arts or music preferred
- Experience working in an educational or academic environment a plus
- Ability to work at a computer, and to lift up to 30lbs

POSITION:

The Development Manager is a full-time, exempt position. In addition to regular business hours Monday through Friday, occasional weekend and evening hours throughout the year will be required for performances, meetings, and other events.

COMPENSATION:

The San Francisco Girls Chorus offers an attractive compensation package that includes a competitive salary, unlimited paid time off, fully-subsidized medical, dental, vision, and long-term disability insurance, a flexible spending plan, and optional 403(b) retirement plan.

TO APPLY:

Email cover letter with salary requirements, resume, and a list of three references to Alison Bernet, Director of Development, at abernet@sfgirlschorus.org, by Friday, July 27, 2018. Include job title in subject line. Applications may also be mailed to: San Francisco Girls Chorus, 44 Page Street, Suite 200, San Francisco, CA 94102. No phone calls, please.

The San Francisco Girls Chorus is an equal opportunity employer and does not discriminate on the basis of race, color, religion, gender, age, national origin, disability, marital status, or sexual orientation.

ABOUT THE SAN FRANCISCO GIRLS CHORUS

Founded in 1978, the San Francisco Girls Chorus' founding Artistic Director, Elizabeth Appling, prepared the first-ever chorus of girls to perform with the San Francisco Opera, an opportunity previously reserved only for boys. Founded with a vision to become an international-caliber chorus and industry-leading provider of music education for girls and young women, SFGC has grown into a renowned, award-winning performing arts and music education organization. SFGC is on the cusp of its 40th anniversary season, and the first under new Artistic Director, Valerie Sainte-Agathe.

Each year, through its six different choral ensembles, SFGC trains more than 300 choristers, ages 5-18, from 45 cities and all 9 Bay Area counties. These choristers are served by a music faculty of 21 teaching artists and 7 administrators. SFGC collaborates annually with leading arts and cultural organizations including the San Francisco Opera, San Francisco Symphony, San Francisco Ballet, San Francisco Film Festival, and the Kronos Quartet, among many others. The Chorus has toured to more than a dozen countries and performed at major national and international venues including the 2009 inauguration of President Barack Obama, New York's Lincoln Center, The John F. Kennedy Center for the Performing Arts in Washington, DC, the World Choral Symposium in Kyoto, Japan, the World Vision Children's Choir Festival in Korea, and the Gateway to Music Festival in China. This past February, SFGC's Premier Ensemble made its Carnegie Hall debut in a performance with Philip Glass and the Philip Glass Ensemble.

SFGC's commitment to excellence has been recognized through numerous awards, including five GRAMMY Awards and four ASCAP/Chorus America Awards for Adventurous Programming.

SFGC owns and operates the Kanbar Performing Arts Center, a six-story hub for the arts in San Francisco's Civic Center district which annually provides office, rehearsal, and performance space to nearly two dozen arts organizations. SFGC's current annual operating budget is \$2.4 million.