



Heinz Hall | 600 Penn Avenue, Pittsburgh, PA 15222  
phone 412.392.4900 | [www.pittsburghsymphony.org](http://www.pittsburghsymphony.org)

## **JOB DESCRIPTION**

JOB TITLE: Individual Support and Stewardship Manager  
REPORT TO: Director of Development  
DEPARTMENT: Development

STATUS:	NON-EXEMPT___	EXEMPT__x_
	PART-TIME ___	FULL-TIME__x_

The Pittsburgh Symphony Orchestra's development department is poised to have tremendous growth over the next five years. This position will play an important role to grow the PSO's broad-base individual giving - a crucial pipeline for increasing its Annual Fund.

### JOB PURPOSE AND REPORTING STRUCTURE

- Manage and grow the PSO's broad-based individual fundraising efforts. Reports to the Director of Development.

### ESSENTIAL DUTIES AND RESPONSIBILITIES

- Manages the PSO's comprehensive targeted and comprehensive broad-based giving campaign to individual prospects which results in approximately \$1 million per year for the Annual Fund.
- Manages the PSO's direct mail program which includes broad-based and segmented asks for support.
- Manage the "moves management" program monitoring and helping to identify prospects who can increase their gifts.
- Work with the major gifts team to proactively manage donor movement in and out of portfolios.
- Manage the Individual Support Coordinator who is the liaison with the PSO's telefunding vendor and runs the e-solicitation and social media strategy. Also hire and manage an intern.
- Manage donor data analysis to inform strategic decision making. Manage metrics to evaluate success and ROI of direct mail program.
- Plan and implement targeted donor initiatives such as *Day of Giving* and donor benefits.
- Manage and grow the "Music by the Month" sustained giving program.
- This document is a summary of the typical functions of the job not an exhaustive or comprehensive list of all possible job responsibilities, tasks and duties.

### QUALIFICATIONS

- Bachelor's degree required; master's preferred.
- 3-5 years of annual fund raising experience with demonstrable track record or experience running direct mail campaigns.



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- Extensive computer skills required. Familiarity and proficiency in Tessitura or donor management software preferred.
- Ability and willingness to work irregular hours, including evenings and/or weekends when necessary.