

# MID-TEXAS SYMPHONY

## DEVELOPMENT MANAGER

### ORGANIZATIONAL DESCRIPTION

For 49 years, Mid-Texas Symphony has enriched the cultural life of Central Texas through exceptional performances, educational programming, and community engagement. Serving Seguin, New Braunfels, and surrounding communities, the Symphony is committed to creating memorable experiences that ignite and sustain a lifelong appreciation of symphonic music.

As our region continues to grow, Mid-Texas Symphony is expanding its reach, deepening donor relationships, and strengthening the systems necessary to support long-term sustainability. We are seeking a Development Manager who is passionate about relationship building, stewardship, and creating meaningful connections between donors and our mission.

### POSITION SUMMARY

The Development Manager is responsible for leading and strengthening the Symphony's annual fundraising and donor stewardship efforts while building the systems, processes, and relationships necessary to support long-term organizational growth.

Working closely with the Executive Director, Board leadership, and Development Committee, the Development Manager will cultivate and steward donors, strengthen donor retention, grow subscriber-to-donor conversion, and build a sustainable major gift pipeline. This is an opportunity to help shape the future of the Symphony's fundraising program while building the systems, relationships, and strategies that support long-term growth.

The ideal candidate is highly organized, self-directed, relationship-oriented, and committed to advancing the mission of Mid-Texas Symphony through thoughtful donor engagement and exceptional stewardship.

### CORE COMPETENCIES

- **Relationship Building:** Builds authentic, trust-based relationships with donors, patrons, volunteers, board members, and community stakeholders to strengthen long-term engagement and support.
- **Planning & Organizing:** Effectively manages multiple priorities, donor relationships, stewardship activities, and reporting through strong organizational systems and consistent follow-through.
- **Initiative:** Takes ownership of responsibilities, identifies opportunities, and advances projects and relationships with minimal supervision.
- **Collaboration:** Works cooperatively with staff, musicians, volunteers, board members, and community stakeholders to achieve organizational goals and support a positive team culture.
- **Adaptability & Emotional Intelligence:** Demonstrates self-awareness, professionalism, and adaptability while building trust and working effectively with a variety of personalities.



## ROLES AND RESPONSIBILITIES

### Donor Relations & Fundraising

- Cultivate, steward, and strengthen relationships with current and prospective donors.
- Develop and implement donor engagement strategies that increase retention, loyalty, and long-term support.
- Assist in identifying, cultivating, and soliciting major gift prospects.
- Support the Executive Director and Board leadership in donor cultivation and stewardship activities.
- Manage donor acknowledgment, recognition, and stewardship processes.
- Coordinate donor receptions, cultivation events, and engagement opportunities throughout the season.
- Help grow subscriber-to-donor conversion and annual giving participation.

### Development Systems & Infrastructure

- Maintain accurate donor records and relationship histories within the donor database.
- Develop and manage donor stewardship systems and tracking processes.
- Create and maintain fundraising dashboards, reports, and performance metrics.
- Implement portfolio segmentation strategies to improve donor engagement.
- Assist in developing a sustainable major gift pipeline and donor journey process.

### Marketing & Communications Support

- Collaborate with staff and volunteers to support donor communications and fundraising campaigns.
- Assist with donor-focused marketing materials, appeals, and stewardship communications.
- Support efforts to communicate the impact of donor investment and community engagement.

### Organizational Leadership & Community Engagement

- Represent Mid-Texas Symphony at concerts, donor events, and community functions.
- Support front-of-house donor engagement activities during performances and special events.
- Participate as an active member of the Symphony team, contributing to a collaborative, mission-driven culture.
- Other duties as assigned in support of development and organizational goals.

## SKILLS & QUALIFICATIONS

- Bachelor's degree or equivalent professional experience preferred.
- Two or more years of experience in fundraising, donor relations, advancement, nonprofit management, arts administration, hospitality, customer relations, or a related field preferred.
- Experience managing databases, CRM systems, donor management software, or similar relationship management platforms preferred.
- Strong written and verbal communication skills.
- Flexibility to work evenings and weekends as needed for concerts, donor events, and special programs.
- Passion for the arts and commitment to the mission of Mid-Texas Symphony.

## COMPENSATION & BENEFITS

Salary Range: \$58,000-\$65,000 based on experience

Benefits include:

- Annual incentive based on performance
- Employer-paid Direct Primary Care membership
- SIMPLE IRA retirement plan with up to a 3% match
- Hybrid work schedule with up to two remote workdays per week, based on organizational needs
- Paid time off
- Professional development opportunities
- Flexible scheduling opportunities following events

**If you are interested in the position, please email a cover letter and resume to [jobs@mtsymphony.org](mailto:jobs@mtsymphony.org).**

Mid-Texas Symphony is an equal opportunity employer and is committed to creating an inclusive workplace. We encourage applications from individuals of all backgrounds, experiences, and perspectives.