Position: Donor Relations Manager
Reports to: Associate Executive Director and VP, Development
Department: Development
Supervises (#): 0
Point Person for: Musical Heritage Society, BPO Friends

Overview

The Donor Relations Manager is an outward facing representative of the BPO that cultivates, solicits, closes and stewards gifts of $1,000+ from individual donors and works with staff, trustees, and volunteers to ensure the success of the BPO’s major and planned giving programs.

Key Duties and Responsibilities

- Coordinate and execute the Major and Planned Gifts program, including identification and qualification of prospects, cultivation and solicitation, and fulfillment of donor benefits.
- Oversee the Sponsor a Musician program and other special fundraising initiatives as needed.
- Coordinate and support the Musical Heritage Society meetings and activities, to ensure that planned gift donor relationships receive proper attention and stewardship.
- Supports the BPO efforts around its 300 major donor households. They will manage a portfolio of 100 prospects and donors with a focus on gifts in the $1,000-$10,000 range.
- It is expected that the Donor Relations Manager will spend at least 50% of his/her time out of the office, visiting donors and potential donors.
- Motivate and support the BPO volunteer group, Friends of the BPO. Serve as the main point person in the organization for the group.
- Provide monthly progress reports to the Associate Executive Director and VP, Development, tracking visits and progress toward activity and financial benchmarks.
- Maintain an in-depth knowledge of planned giving vehicles and rules and regulations governing these gift planning options.
- Maintain professional affiliations that enhance professional growth and represent the BPO at outside conferences and events.
- Regularly attend BPO concerts and events.
- Perform other duties as assigned.
Qualifications

- Professional experience in development, non-profit management or related field.
- Demonstrated track record in soliciting and closing major and planned gifts.
- Dynamic, high-energy and action-oriented self-starter who can think strategically and is motivated to achieve measurable outcomes and meet deadlines.
- Excellent written and verbal communication skills, as well as organizational skills and the ability to manage multiple tasks simultaneously.
- Appreciation and understanding of the Buffalo Philharmonic Orchestra’s mission and vision, and the ability to effectively communicate the priorities of the campaign. Knowledge of classical music a plus.
- Ability to work nights and weekends.
- Attention to detail, ability to meet deadlines and discretion in handling confidential information.
- Proficiency with Word, Excel, and databases.

Apply

To apply, please submit a cover letter and resume to Katie Johnson, Annual Fund Manager, at kjohnson@bpo.org by 5/20/22.

Equal Employment Opportunity Policy:

The Buffalo Philharmonic Orchestra Society provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state or local laws. This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, furlough, transfer, leaves of absence, compensation and training.