

EMPLOYMENT OPPORTUNITY

Position Title: Development Manager
Reports to: Director of Development
Staff Status: Full-time, Salary Exempt

Position Summary:

Long Beach Symphony seeks a Development Manager with responsibility for \$500,000 in annual giving and events fundraising. The successful candidate will have an interest in orchestral music, at least two years in managing non-profit fundraising events (e.g., galas, golf tournaments, raffles, donor parties), experience in managing Board and volunteer committees and coordinating annual fund campaigns for a non-profit organization.

Responsibilities:

- Manage and grow the annual fund base.
- Manage the planning, budgets, implementation and assessment for all fundraising events including auctions, golf tournament, post-concert receptions and other events as planned.
- Manage all vendor relationships and contracts for special events, solicit sponsorships, auction and in-kind trade donations, and conduct site visits.
- Manage Board event committees and serve as point person for the Symphony's main volunteer organization, Ovation.
- Assist with other projects as assigned.

Qualifications:

- Bachelor's degree or higher preferred with excellent communications skills.
- Two or more years in managing non-profit special events with a track record of success.
- Strong planning and project management skills with an eye for detail.
- Well-organized and deadline-oriented with exceptional follow-through.
- Able to work in situations where prompt response and quick decision-making is necessary.
- Must be able to lift 20 lbs. and stand for extended periods of time.
- Must be available to work all event weekends and evenings.

Salary and Benefits:

Salary is \$65,000 annually. The Symphony believes in providing work-life balance and offers generous health, dental, vision, and paid-time-off benefits. An employer-matched retirement plan is also offered.

How to Apply:

Qualified applicants are invited to email a cover letter and resume to John Cross at jcross@longbeachsymphony.org. No phone calls, please. Long Beach Symphony is an equal opportunity employer that is committed to diversity and inclusion in the workplace. We prohibit discrimination and harassment of any kind based on race, color, sex, religion, sexual orientation, national origin, disability, genetic information, pregnancy, or any other protected characteristic as outlined by federal, state, or local laws.

About Long Beach Symphony:

Long Beach Symphony's vision is to unite all people through the transformative power of music. Entering its 89th season, the mission is to engage audiences of all ages and cultures through exceptional orchestral performances, community partnerships and meaningful educational experiences. Southern California's finest symphonic musicians are led by Music Director, Eckart Preu.

The Symphony produces five Classical and five Pops concerts, two Family concerts and four bus-in concerts for school-aged children, serving a total of 60,000 individuals per year.

Governed by a 30-member Board of Directors and managed by a staff of ten dedicated professionals, Long Beach Symphony has galvanized the community with new community partnerships, vast music education programs, and innovative programming featuring a diverse array of world-class guest artists.