



Opportunity:
Development Manager

Prepared by

Tapestry Talent, Search & Consulting

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To Apply: <https://tinyurl.com/DevMgrWYSO>

Wisconsin Youth Symphony Orchestras is seeking a Development Manager to support fundraising efforts for one of the most highly respected youth orchestra programs in the country. WYSO has retained Tapestry Talent, Search & Consulting to conduct the search for the Development Manager. Applicants will be accepted on an ongoing basis until the position is filled.

Please contact Jennifer Winding, Tapestry Talent, Search + Consulting:

jennifer@tapestrytalent.co; 608-556-3315. Or go to: <https://tinyurl.com/DevMgrWYSO>

About the Organization

WYSO's mission is to enrich lives by providing transformational musical experiences and opportunities to youth from 5-18 years of age. WYSO brings together youth from all communities, races, and ethnic backgrounds in southern Wisconsin: 30% of the student members are Asian, 10% are LatinX, and 8% are Black, including immigrants. One hundred and seventy-three WYSO musicians speak a language at home other than English. With this exceptional diversity is an opportunity to celebrate cross-cultural friendships, with music as the connector, enhancing both quality of life, and brain health with just two years of instrumental musical study.

WYSO has recently completed a spectacular 40,000 square foot facility - a permanent home for generations of musicians that can be used by all in the community. Building upon the vision of founder Professor Marvin Rabin over fifty years ago, WYSO will continue to draw young musicians from southern Wisconsin to participate in programming under one magnificent roof in an acoustically sensitive, light-filled space. Over 20 rooms support three full orchestras, two string orchestras, a chamber music program, a harp program, a percussion ensemble, a brass choir program, and the WYSO Music Makers program, which removes economic barriers to participation through donor-supported sliding scale fees for weekly private and group lessons on strings, guitar and percussion.

To learn more about this remarkable organization: [WYSO - Wisconsin Youth Symphony Orchestras | Southern Wisconsin \(wysomusic.org\)](https://www.wysomusic.org). WYSO is an equal opportunity employer.





Position Overview

The Development Manager will serve as a key member of the WYSO staff, supporting and managing the development functions of the organization. This will include supporting the capital campaign, stewarding existing individual, foundation and corporate donors, helping plan and run events, and serving as a representative of WYSO to existing and prospective donors. The successful candidate will support the work of WYSO's fundraising committees, tracking data and ensuring they receive accurate reports. The Development Manager will report to and work closely with the Director of Development and Communication and will have the opportunity to grow their non-profit fund development skills at an exciting time in WYSO's history. Compensation range is \$55,000 - \$65,000 depending on level of experience. Excellent benefits include: health, dental and vision insurance, disability/life, 403b retirement savings plan, and generous paid time off.

Essential Job Duties and Responsibilities

Stewardship:

- Utilize the development database to enter gifts and pledges, pull lists, prepare reports and generate timely acknowledgments and pledge reminders.
- Build relationships with donors. Ensure sponsorship agreements have been fulfilled.
- Work with the communications team to create impactful communications aimed at deepening relationships with current and prospective donors.
- Manage the preparation, production, and distribution of stewardship reports sent to donors and serve as a key point person for stewardship related inquiries.

Development Operations:

- Assist with corporate, government, and foundation solicitations by prospecting, proposal writing, submitting funding requests, and writing reports.
- Assist with the production of digital and print pieces for sponsorships, impact statements and appeals.
- Assist with the development and execution of a strategy for alumni engagement and support.
- Assist in the planning, publicizing and coordination of donor related events and alumni activities.
- Maintain and update the development pages of the website.
- Assist WYSO leadership with their cultivation activities (create one-pagers, thank you notes, invitations, etc.) and serve as a representative of WYSO at various functions.
- Actively participate in and support the needs of the Development, Capital Campaign, and Art of Note committees.

Research, Analysis and Planning:

- Conduct grant and foundation prospect research to expand the portfolio of WYSO prospects.
- Develop individual and institutional donor prospect lists that will yield budgeted results.
- Analyze individual giving patterns, appeal response rates, and return on investment (ROI) to make data-driven changes to the annual campaign strategy.

Required Skills and Experience

- Bachelor's degree in arts administration or related field, or two years of working in development in a nonprofit organization
- Excellent people skills and ability to represent WYSO in the community.
- Strong writing and editing skills and high level of comfort working in Microsoft Word
- Excellent skills in analytical thinking, data management and use of Excel.
- Proficient in PowerPoint, WordPress, MailChimp, Zoom, Event invitation software, Facebook and Instagram.
- Ability to become quickly proficient with Little Green Light, One Cause, Wealth Screening software, CRM solutions and other fundraising software.

Desired Attributes for Success

- Self-starter with the ability to work independently.
- Upbeat, creative, and collaborative team player with a professional demeanor.
- Excellent organizational skills, attention to detail and an ability to plan and prioritize.
- Ability to manage multiple simultaneous projects with strict deadlines.
- Ability to network and make meaningful connections.
- Flexibility in work hours; evening and weekend work is often required.
- Reliable transportation.
- A passion for the mission of WYSO.
- Knowledge of the arts and classical music is preferred.

Work Environment

WYSO is located on Madison's East side, in the fast-developing Arts District on the East Washington Avenue corridor to the Capitol. The new building unites the administrative offices, rehearsal and performance spaces where staff and families can work, learn and play together. While remote work is an option, the expectation is that the Development Manager will be on site most days.

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