



## **POSITION DESCRIPTION (10/19/23)**

**Position Title:** Capital Campaign Manager  
**Department:** Development  
**Reports To:** Director of Development  
**FLSA Status:** Exempt, Salaried  
**Hours:** 37.5 hours per week, including some evenings and weekends  
**Salary Range:** \$85-90K

### **Summary:**

The Hartford Symphony Orchestra is launching a \$15 million capital campaign to bolster financial security, support crucial DEI initiatives, and propel artistic development to new levels of achievement. The campaign includes three distinct funds to achieve these goals; endowment funding, stabilization funding, and sustaining program support.

The campaign will be overseen by the Capital Campaign Manager, whose responsibilities will include management of all day-to-day campaign operations, campaign coordination, the identification, research and analysis of major gift donor prospects, coordination of prospects assigned to staff and volunteer leadership, donor solicitation as assigned, donor events, and the creation of all campaign materials including a campaign brochure.

The Capital Campaign Manager will work closely with the Chairman of the Board of Directors, President & CEO, Director of Development, Campaign Leadership Committee and campaign counsel (if needed). The HSO Development staff currently includes the Director of Development, Manager of Corporate and Foundation Relations, Assistant Manager of Donor Engagement and Assistant Manager of Development Operations. These four full-time positions work together to plan and execute all year-round fund development activities in order to reach HSO's annual contributed income needs of approximately \$2 million dollars. To achieve the goals set forth in the Capital Campaign, the Director of Development will work closely with the Capital Campaign Manager to ensure coordinated outreach to individuals, foundations and businesses, and to achieve a smooth and successful development of funding streams to meet ongoing operational needs during the campaign.

### **General Responsibilities:**

- Provide volunteers and staff with necessary materials for calls and meetings (prospect research as described above, strategy memos, briefings, agendas)
- Work with Leadership to create a compelling and effective case statement
- Ensure that all next steps are identified and tracked for all campaign prospects
- Execute day-to-day management of the campaign
- Provide support for campaign leadership and volunteers
- Provide timely and accurate campaign records and reports
- Help develop and update campaign volunteer manual, campaign plan and needed volunteer training materials
- Actively help cultivate and solicit prospects for campaign gifts
- Draft, revise and coordinate the production and printing of all campaign materials
- Further donor relationships while supporting concerts and events
- Other duties as assigned

### **Additional Prospect Research Responsibilities:**

- Identify and qualify major gift donors
- Recommend strategies to assigned solicitors for cultivation and solicitation
- Coordinate ongoing staff prospect management meetings and prepare all materials for campaign prospect meetings, and attend meetings as requested
- Analyze and assess information drawn from a range of research resources and Orchestra files
- Use information on assets, relationships and giving patterns to evaluate each identified prospect's potential and likelihood to give
- Use the results of screenings and all research available services
- Prepare briefings for donor calls, special events and cultivation opportunities

- Track prospects assigned to all volunteer and staff solicitors
- Ensure that all call reports and contact updates are recorded in the data base

**Experience and Skills Required:**

- A minimum of five years' experience in running successful capital/major gifts campaigns, preferably in arts-related organizations
- Prior work experience within and/or knowledge of the Greater Hartford and/or Connecticut philanthropic community is an asset
- Strong organizational and interpersonal skills
- Ability to competently and calmly handle multiple and competing deadlines as well as concurrent tasks

**Performance Competencies:**

- **Initiative:** Level of interest in role development, degree of motivation, and willingness to improve performance and increase job knowledge; ability to solve problems. Volunteers readily; undertakes self-development activities; seeks increased responsibilities; looks for and takes advantage of opportunities; asks for help when needed.
- **Continuous Learning:** Assesses own strengths; seeks feedback to improve performance; pursues training and development opportunities; strives to continually build knowledge and skills. Readily accepts changes in ways of performing present job functions.
- **Business & Organization Knowledge:** Having knowledge of The Bushnell's business involves understanding our industry and how the incumbent's employee's position and knowledge plays an important role in the success of the organization.
- **Planning and Organization:** Ability to schedule workload, set priorities, and manage time in order to complete assignments and fulfill responsibilities. Uses goals to guide actions.
- **Judgment:** Uses discretion in making decisions within the scope of their job. Refers decisions beyond this scope to supervisor. Discretion in handling confidential material.
- **Creativity and Innovation:** Able to challenge conventional practices; adapts established methods for new uses; pursues ongoing system improvement; creates novel solutions to problems. Ability to be self-directed.
- **Management of Resources:** Ability to use time, money, technology, and people as efficiently and effectively as possible. Makes suggestions to improve the resources that pertain to job responsibilities.
- **Presentation & Communication Skills:** Includes the ability to express ideas effectively whether face-to-face or in writing in both individual and group situations. Presentations are conveyed in a clear and concise manner to the audience. Adjusts tone and terminology to the needs of the audience. Openly exchanges information in a timely manner. Knows who to keep informed. Uses confidential information with discretion.

Please submit resumes to: [jobs@hartfordsymphony.org](mailto:jobs@hartfordsymphony.org)

*Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.*

*The Hartford Symphony Orchestra is a Not-For-Profit, Equal Opportunity Employers, proud to serve Connecticut and its citizens. The Hartford Symphony Orchestra is committed to creating a diverse, equitable, and inclusive work environment, and strongly encourages BIPOC, members of the LGBTQ+ community, immigrants, and differently abled candidates to apply.*