



Annual Fund Manager
U-M Job Code: 98893
Full-time - 12 Month Position
U-M Ann Arbor Central Campus

UMS, an independent multi-disciplinary performing arts presenter with a long and deep affiliation with the University of Michigan, is located in the center of the Ann Arbor campus and offers 60-70 performances each season in up to seven University and community venues. Since its founding in 1879, UMS has presented top-ranking international artists including symphony orchestras; chamber music; solo recitals; jazz; world music; ballet, modern and culturally-specific dance; opera, theater, choral groups, and special attractions. UMS also sponsors the UMS Choral Union, a 180-voice chorus that performs regularly with the Detroit Symphony Orchestra and on the UMS series. UMS sponsors an extensive education program involving up to 150 events each season, commissions and presents new work, and hosts many artists' residencies. UMS employs a full-time staff of 30, has a 34-member Board of Directors, and engages approximately 700 volunteers who serve in all aspects of the organization. The mission of UMS is "to inspire individuals and enrich communities by connecting audiences and artists in uncommon and engaging experiences." *For more on UMS, visit ums.org, umslobby.org, and umsrewind.org*

Job Description:

UMS seeks an experienced development professional to manage the Annual Fund. The selected candidate will be a part of an eight-member development team. UMS is in a \$50 million campaign, a part of the U-M's Victors for Michigan campaign, and this position is critical for retaining current donors and providing a stream of new donor prospects for the organization. The selected candidate will report directly to the Director of Development of UMS.

Salary Range: \$45,000 to \$60,000

Responsibilities:

- Plan, design, and implement UMS's mail and email solicitations to ensure, along with the other seven members of the development team, that UMS reaches its campaign cash and bequest goal of \$50M by 2018.
- Collaborate with colleagues within UMS to develop overall strategies for reaching the UMS campaign goals.
- Be responsible for reaching annual goal for gifts ranging in size from \$1 to \$4,999.
- Track **all** gifts and prepare acknowledgements for **all** gifts in a timely manner.
- Know the UMS donor/ticket buyer database, Tessitura, thoroughly and be able to assist other development staff when needed.
- Know the UM database, DART, thoroughly and be able to assist other development staff when needed. Have knowledge of pledge recording and tracking of pledge payments within DART.
- Gather, record, and properly store information about prospects and donors in both Tessitura and DART.

- Monitor realized bequests as they come into the Office of University Development.
- Monitor stock transfers as they come into the Office of University Development.
- Create donor listing for publication in Program Book.
- Have a comprehensive understanding of the priorities of UMS.
- Attend some performances and help staff UMS events when needed.
- Perform other duties as required or assigned.

Required Qualifications*

- A Bachelor's degree with 3 to 5 years of fundraising experience in a university or non-profit setting. Relevant experience in sales and marketing, or other related fields will be considered.
- Proven experience in working with Annual Fund solicitations.
- Excellent writing and editing skills.
- Detail oriented.
- Ability to work collaboratively with colleagues in a team environment.
- Ability to interact professionally with donors and to maintain a high level of confidentiality.
- Comfortable skills with personal computers and software programs for retrieving, organizing and researching appropriate donor/prospect information, as well as data gathering and manipulation.
- Ability to work evenings and weekends when needed.
- Ability to work extended hours, if necessary, at end of fiscal year (June 30) and end of calendar year to meet deadlines.
- An ability and willingness to quickly learn UMS history, mission, current programs, etc.

Desired Qualifications*

- Familiarity with Tessitura, UMS database, and DART, the University's donor and alumni database.
- Advanced degree or equivalent combination of education and experience.
- Familiarity with and commitment to the arts.

How to Apply:

Please submit your cover letter and resume to the University of Michigan/Careers at the U on the following link: <http://www.umjobs.org>. Please enter **Job ID: 98893** in the "Keyword" box and select "Search". Applicants are required to complete the registration process per the instructions on the website. **The deadline for submission is August 15, 2014.**