Development Manager – Wayzata Symphony Orchestra

Role

The Development Manager is responsible to the Board of Directors and works closely with the Managing Director, the Music Director and volunteers. The Development Manager will lead the organization's fundraising and donor engagement efforts for the Wayzata Symphony Orchestra.

The Development Manager will help sustain and grow the financial resources that support WSO's mission of bringing outstanding orchestral music to our community.

Responsibilities

Fundraising & Development Strategy

- Develop and implement an annual fundraising plan aligned with organizational revenue goals.
- Establish fundraising priorities, timelines, strategies, and performance measures.
- Identify opportunities to diversify and increase contributed revenue through individual giving, sponsorships, grants, and special initiatives.

Donor & Sponsor Development

- Cultivate, solicit, and steward relationships with individual donors, business sponsors, foundations, and community organizations.
- Develop donor engagement strategies that strengthen long-term support and donor retention.
- Coordinate donor recognition and stewardship activities, including acknowledgments, impact communications, and special events.
- Work with Board members and volunteers to identify and engage prospective donors and sponsors.

Grants & Sponsorships

- Research, prioritize, and maintain a pipeline of grant and sponsorship opportunities.
- Coordinate and support preparation of grant applications, sponsorship proposals, and required reports.
- Collaborate with Board members, volunteers, and community partners to secure external funding.

Development Operations

- Maintain accurate donor records and fundraising data.
- Track fundraising activity, donor engagement, and revenue results.
- Prepare periodic fundraising reports for the Board of Directors and Managing Director.
- Ensure donor information is managed confidentially and in accordance with organizational policies.

Volunteer Leadership & Community Engagement

- Chair and lead the Development Committee, recruiting and engaging volunteers to support fundraising efforts.
- Coordinate fundraising campaigns, donor events, sponsorship outreach, and annual giving activities.
- Represent the WSO at concerts, community events, donor meetings, and fundraising functions.
- Collaborate with the Publicity Manager and Managing Director to communicate fundraising priorities and impact stories.

Qualifications

- Demonstrated success in fundraising, development, sales, marketing, relationship management, nonprofit administration, or a related field.
- Strong relationship-building and networking skills, with the ability to engage diverse stakeholders.
- Demonstrated experience cultivating donors, sponsors, clients, members, volunteers, or other community stakeholders.
- Excellent written and verbal communication skills.
- Tech-savvy with experience maintaining donor databases, CRM systems, or constituent records.
- Strong organizational, project management, and follow-through skills.
- Ability to work independently while collaborating effectively with volunteers, board members, and organizational leadership.
- Experience with grant writing, grant management, sponsorship development, or

philanthropic giving is preferred.
- Interest in the arts, music, education, or community-based nonprofit organizations.
- Comfort attending evening and weekend concerts and fundraising events as needed.

Compensation

This is a renewable 2 year contracted position with an annual stipend of $15,000 paid in monthly installments of $1250/month.

Location: While much of this work is done remotely, attendance at WSO's concerts and events is required. Therefore, we are seeking an individual who resides in the metro areas of Minneapolis or St. Paul, Minnesota.

To Apply: Please submit a cover letter, resume, and two letters of recommendation to jobs@thewso.org. Applications will be reviewed as they are received. Finalists may be asked to provide references during the interview process.

Applicants interested in both the Development Manager and Managing Director positions are encouraged to indicate this in their cover letter, as the WSO may consider combining the roles into a single position based on candidate qualifications and organizational needs.

Start Date: Immediately or no later than March 1, 2027.