

Chamber Music Society of Lincoln Center

Development Manager, Individual Giving and Research (Salary \$65,000 to \$75,000) October 2026

POSITION DESCRIPTION

The Individual Giving Manager is a full-time employee of the Chamber Music Society of Lincoln Center (CMS) supporting the Development team and reporting to the Director of Development. This role will assist in further strengthening an already robust program at a pivotal moment of growth for the institution. Working closely with the Associate Director of Development and the Development Officer for Individual Giving, the position will participate in implementing strategies to renew, increase, and secure new annual fund gifts at all levels from individuals, including the continued rollout of a monthly giving program. The position also helps to oversee the work of the Development Assistant.

AREAS OF RESPONSIBILITY

Annual Fund Campaign for Individual Giving

- Principal responsibility for solicitation and stewardship of members giving less than \$2,500 annually (Friends Circle)
- Plan and implement annual fund campaigns under the supervision of the Associate Director of Development, including calendar and fiscal year end multi-channel solicitations and communications, comprised of:
 - Hard copy appeal letters for all individual donors and prospects
 - Series of e-appeals
 - Visual still or video assets that will amplify the case for support
 - Member newsletters
 - Invitations to open rehearsals
 - Other member benefit offers
- Continue roll out and expansion of the Sustaining Membership program; primary point person for supporting the program and for stewardship of monthly giving donors; track other forms of recurring giving including annual fund pledges and monthly Young Patron gifts
- Manage Membership Benefits fulfillment, including access to Digital Encores, backstage tour of Alice Tully Hall, distribution of the Member E-Newsletter, and Open Rehearsals (see Cultivation Events)
- Prepare acknowledgements for individual donors in the Friends Circle with the support of the Development Assistant
- Track and report on moves management of Producer level donors and prospects in Tessitura Plans
- Pull lists from Tessitura, as needed, for appeals and invitations and prepare lists for mail merge from Excel
- Work with Marketing and the Development Officer, Operations, on list management in Prospect 2 and improvement of automated email messages to donors

Prospect Research

- Principal responsibility for research on individual donors and prospects, preparing profiles, and recording information in Tessitura
- Point person on the Development team for compiling thumbnail bios of Gala attendees and other major special events, managing other team members to assist as needed (annual Gala will have approximately 350 guests)
- Work with the Development Officer for Operations, to ensure the team has access to research tools and subscriptions, such as Lexis Nexis, i-Wave, Chronicle of Philanthropy, and other publications

Cultivation Events

- Open Rehearsals:
 - Working with the Director of Development and other principal staff determine selection and calendar of Open Rehearsals for donors (usually seven annually, with a limited in-person attendance and unlimited livestream reach)
 - Manage Open Rehearsals, including sending invitations, response tracking, and staffing the events with the support of the Development team
 - Work with the Digital team to update and maintain web-based interface for donors to sign up to attend Open Rehearsals in person
- Staff concert intermission receptions in Alice Tully Hall on rotation with the Development team (includes evenings and weekends)
- Help staff other special events including Brandenburg Holiday Celebration, Spring Gala, Opening Night, and other events as directed

Development Department Administration

- Assist as needed with Development Department meetings, or other convenings, such as Development Committee, full Board, or Executive Committee meetings
- Oversee the Development Assistant to pull lists from Tessitura of all donors to be acknowledged twice a week, or as needed
- Maintain paper and electronic files for individual donors at the Friends level with the support of the Development Assistant, ensuring that copies of all appeals, acknowledgements, and other correspondence are copied and clearly labeled

Qualifications

- At least three or more years of experience working in development focused on membership and individual giving
- Excellent writing and communication skills
- Exceptional attention to detail
- Strong computer skills, including donor databases – Tessitura experience is a significant plus



COMPENSATION & BENEFITS

- This is a full-time position, with a salary range of \$65,000 to \$75,000.
- CMS offers competitive compensation that includes an excellent health insurance plan, dental and vision benefits, retirement plan, vacation, paid time off.

HOW TO APPLY

Please send a cover letter and resume in a single pdf to: jobs@chambermusicsociety.org

NO CALLS PLEASE.

This is an onsite position, with an option for one weekly remote day.

The Chamber Music Society is an equal opportunity employer and values diversity in its workforce.