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## **Development Manager**

### **Orchestra Lumos | Full-time**

Orchestra Lumos seeks a collaborative, detail-oriented Development Manager to support the organization's dynamic and growing fundraising program. Reporting to the Director of Development, this position leads the day-to-day execution of database management, gift processing, donor stewardship, and fundraising operations that sustain Orchestra Lumos's artistic excellence and deep community impact across Fairfield County and beyond. This role offers opportunity for professional growth and increasing responsibility within an ambitious and evolving organization.

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## **Key Responsibilities**

### **Development Operations & Data Management**

- Serve as primary administrator of the Spektrix development database, ensuring accuracy, consistency, and strategic use of donor information
- Process and record gifts from all sources, including mail, online platforms, donor-advised funds, corporate partners, and foundations
- Maintain donor records, coding structures, appeals, funds, and campaign tracking
- Generate reports for fundraising analysis, finance reconciliation, events, and board reporting
- Track pledges and payment schedules in coordination with Finance
- Prepare donor listings and recognition for publications, concert programs, and the annual report

### **Donor Stewardship & Communications**

- Prepare and distribute timely, personalized gift acknowledgments across all giving vehicles
- Draft and coordinate donor communications, including appeals, emails, and stewardship messaging
- Support donor recognition and benefits fulfillment in collaboration with Marketing
- Maintain accurate documentation of donor engagement and interactions

### **Fundraising Campaigns & Annual Giving Support**

- Provide administrative and operational support for annual giving initiatives and special fundraising campaigns
- Maintain campaign tracking, reporting, and donor segmentation within Spektrix
- Assist in preparing campaign materials, donor lists, and progress updates for leadership and Board review
- Support planning and infrastructure for future comprehensive or special campaigns

### **Events & Donor Engagement**

- Provide logistical and administrative support for cultivation, stewardship, and fundraising events, including the Annual Gala and donor receptions
- Coordinate invitations, RSVPs, and the dissemination of other printed or digital materials
- Manage donor tracking, acknowledgments, and follow-up related to events
- Attend concerts and select events to support donor engagement and on-site hospitality

### **Board & Administrative Coordination**

- Provide development-related support for Board meetings, materials, and follow-up
  - Assist with volunteer, membership, and emerging patron initiatives
  - Perform general administrative duties in support of the Development function
  - Other duties as assigned in support of the organization's fundraising goals
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### **Qualifications**

- **2–5 years** of experience in nonprofit development, fundraising operations, or a related field
  - Demonstrated experience with donor databases/CRMs and reporting (Spektrix, Tessitura, Salesforce, or similar)
  - Strong organizational, analytical, and project-management skills with exceptional attention to detail
  - Excellent written and verbal communication skills and a high level of discretion with confidential donor information
  - Experience supporting fundraising events or campaigns
  - Familiarity with email or design tools (e.g., Canva, InDesign, or similar) a plus
  - Interest in the performing arts or cultural nonprofits preferred
  - Ability to work occasional evenings and weekends for concerts and events
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### **Compensation & Benefits**

**Salary range: \$50,000 – \$60,000**, commensurate with experience, plus a comprehensive benefits package including health & dental coverage, paid time off, and retirement benefits.

Orchestra Lumos is an equal opportunity employer and maintains a policy of non-discrimination with all employees and applicants for employment. Applications from populations underrepresented in the arts are strongly encouraged to apply. This position will remain open until it is filled. To apply, please send a cover letter and résumé to [Irich@orchestralumos.org](mailto:Irich@orchestralumos.org), using the subject line "Development Manager." No phone calls, please.