



Annual Fund Manager

Job Description

The Annual Fund Manager is responsible for cultivating, stewarding, and soliciting donors in Hochstein's monthly giving program and donors who support Hochstein's Annual Fund. Job duties include processing acknowledgements, writing and sending direct-mail appeals, planning special events, and researching prospects. Technical fluency is necessary to adequately leverage the donor database, including creating reports, maintaining data accuracy, and analyzing donor trends.

In addition to strong fundraising instincts and experiences, the appropriate candidate will have an excellent attention to detail, systems-focused mindset, and commitment to accuracy when working with data. They will communicate effectively and clearly (both in writing and verbally) with donors, board members, and community stakeholders; display a strong belief in Hochstein's mission and vision; and be a willing collaborator in the Development Department and across the organization. The Annual Fund Manager will work alongside the Institutional Giving Manager and report to the Director of Development.

Responsibilities *(other duties may be assigned)*

Stewardship and Cultivation:

- Plan and execute multi-channel fundraising efforts (print, digital, phone, and social media) that support retention and acquisition of Annual Fund donors to meet yearly revenue goals
- Grow participation in Hochstein's unrestricted monthly giving program
- Track solicitation and appeal results and assist with data compilation and analysis
- Process and send thank you letters to Annual Fund and monthly giving donors in a timely manner
- Support efforts to build relationships with major donors

Special Events and Fundraisers:

- Plan and execute lunch gatherings and smaller receptions
- Assist in planning for Hochstein's annual fundraising gala
- Participate in development-related events

Preferred Qualifications

- Passion for Hochstein's mission and vision
- Bachelor's degree in a fundraising or music education related field
- Three years of experience in fundraising or communications
- Experience with fundraising software and CRMs
- Proficiency with Microsoft Office and Google Workspace, particularly Excel and Sheets
- System-focused mindset, attention to detail, and commitment to data accuracy
- Ability to manage multiple projects with competing priorities
- Skills in problem solving, event planning, relationship building, and data organization

Work Schedule

The Annual Fund Manager will be expected to work primarily in person at The Hochstein School in Rochester, NY during regular office hours (35 hours weekly). Some flexibility for remote work is possible, and occasional evening or weekend hours may be required for special events and programs.

Estimated Compensation

Hochstein has budgeted \$48,000-\$52,000 per year for this position. A range of benefits, including health coverage, are available. Additionally, this position is eligible for the 20% staff discount on lessons and classes at Hochstein.

Application Instructions

This search is ongoing until the position is filled. To apply, send a cover letter, resume, and contact information for three references to Gwen Green, Director of Development, at gwen.green@hochstein.org.

Hochstein is a community music, dance, and arts therapy school in downtown Rochester, NY. Hochstein's mission is to provide people of all ages, backgrounds, and abilities with access to excellent music and dance education in a community that nurtures and encourages personal achievement. Established in 1920, Hochstein serves hundreds of students each year, most of which receive partial or complete financial assistance/scholarships.

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