



POSITION DESCRIPTION

POSITION TITLE: Development and Marketing Manager
REPORTS TO: Executive Director
FLSA STATUS: Part-time: Non-exempt
DATE REVISED: November 4, 2025

The Spokane Youth Symphony, a non-profit organization founded in 1949, has been a cornerstone of musical education in the Inland Northwest for generations. From its humble beginnings with 30 young musicians, it has grown under the guidance of visionary conductors and dedicated educators into a distinguished organization that continues to nourish talent, foster a love for orchestral music, and enrich the culture of the Inland Northwest in lasting and impactful ways.

Today, over 250 young musicians are enrolled in our orchestras, each simultaneously contributing to and benefiting from the vibrant musical legacy that defines the Spokane Youth Symphony. Our alumni, staff, volunteers, and supporters demonstrate a strong commitment to our organization's financial and artistic needs, ensuring that SYS continues to thrive and inspire future generations of musicians.

The Spokane Youth Symphony is seeking to add a Part-Time Development and Marketing Manager to our team. The Development and Marketing Manager, in cooperation with the Executive Director, will design and implement a Development and Marketing Plan that will include grant writing, the growth of our sustaining donor base, and solicitation of individual and corporate gifts, creating a social media strategy and marketing materials. Additionally, guided by our mission, the Development and Marketing Manager works with the Executive Director, Fundraising Committee, Marketing Committee, and the Board of Directors, to build both the financial capacity that ensures the stability of the organization and supports sustainable growth, as well as market the organization for growth and success.

The ideal candidate is both a strategist and a hands-on practitioner, capable of developing bigger picture plans while rolling up their sleeves to write, engage with donors, fundraise, promote, and produce social and external content. This position requires creativity, adaptability, and a commitment to ensuring the Spokane Youth Symphony brand voice reflects the organization's values of integrity, inclusion, musical education and performance, professionalism, and innovation.

Key Responsibilities:

Development/Fundraising:

- Effectively communicate the Spokane Youth Symphony's mission, brand, goals, and programs to a variety of donors, sponsors, and community members.
- Collaborate with the Executive Director and Fundraising Committee to develop a multi-pronged fundraising and marketing plan that engages the community, motivates donors, and facilitates recognition of the brand and growth of donations.
- Initiate and grow foundation relationships, including grant submissions and grant reporting.



- Developing and growing organizational and concert sponsorships, annual fund donations, and in-kind donations.
- Engage alumni through creative approaches to build community as well as ask for donations.
- Establish annual revenue goals with the Executive Director and work to obtain those goals through a variety of fundraising efforts.
- Manage CRM database, including gift and donor entry process, tax receipts, prompt thanking protocol, and newsletter subscriptions.
- Prepare monthly Development and Marketing Manager reports for Board Meetings

Marketing:

- Grow and diversify audiences across traditional media, social media, and digital platforms.
- Design campaigns (traditional and social) that connect the excitement of the Spokane Youth Symphony with opportunities for community investment and donor support.
- Sell program ads for the concert program.
- Manage analytics and metrics
- Build and maintain relationships with regional media, influencers, and partner organizations
- Support fundraising campaigns by creating integrated donor-focused communications.
- Be present at community and Youth Symphony concerts and events to engage directly with audiences, amplifying energy through live, or proof-of-performance, posts that celebrate both participants and donor impact.
- Other duties as assigned

Job Qualifications:

- Demonstrated experience with fundraising and development efforts, including event planning, grant writing, and direct asks for gifts.
- Competence with software including Microsoft Word, Excel, Outlook, Constant Contact or Mail Chimp, and CRM software such as Donor Perfect
- Highly organized, self-directed, and able to manage multiple projects.:
- Experience in marketing, communications, or related fields.
- Experience in Fundraising and Development
- Bachelor's degree?
- Nonprofit experience preferred but not required.
- Proven success in planning and executing digital campaigns across social, search, streaming, and web platforms.
- Demonstrated ability to balance audience growth with donor engagement, showing how marketing can strengthen both mission reach and financial stability.
- Strong writing, editing, and storytelling skills with the ability to tailor messaging for diverse audiences.
- Experience in analytics and data-driven decision-making.
- Demonstrated adaptability, creativity, and collaborative leadership.
- Commitment to the mission of the Spokane Youth Symphony's values of integrity, inclusion, and innovation.
- Valid driver's license.



Compensation and Benefits: This is an opportunity to contribute to a mission-driven nonprofit serving the Inland Northwest. Salary will be commensurate with experience. Salary range: \$25,000-\$35,000.

Work Environment & Requirements

- Ability to work at a computer and desk for extended periods of time.
- Occasional lifting of up to 20 pounds (such as for event setup, promotional materials, or equipment).
- Evening and weekend hours may be required for community events and station activities.
- Valid driver's license and ability to travel within our Spokane region
- Spokane Youth Symphony provides reasonable accommodations to support applicants and employees with disabilities in performing essential functions of the position.

Interested parties should send a cover letter and resume to Jennifer O'Bannan, Executive Director, at jennifer.obannan@spokaneyouthsymphony.org

Please apply by November 30, 2025