



Title	Campaign and Events Coordinator	Reports To	Director of Advancement & Patron Communications
Department	APC	Classification	Exempt

Job Summary

Reporting to the Director of Advancement and Patron Communications, the Campaign and Events Coordinator is responsible for the coordination, scheduling and execution of activities associated with special fundraising campaigns of the Richmond Symphony and related events. This position will support the day-to-day activities of staff and volunteer solicitors, carry out donor prospecting and manage related Advancement cultivation and stewardship events. This position's duties include development activities, including, but not limited to:

- Coordinating special campaigns of the Richmond Symphony
- Scheduling and supporting volunteer solicitors
- Prospect management and research
- Assisting with appropriate Board committee work
- Planning and implementation of donor cultivation events and activities
- Implementing campaign related donor and volunteer communications

Responsibilities/Duties/Functions/Tasks

- Support the Executive Director, Director of Advancement and Patron Communications and Volunteer Leadership in the coordination of special campaigns within the Richmond Symphony
- Manages prospect research, as well as, the identification, cultivation and stewardship of prospects
- Manages campaigns related scheduling and activities for staff and volunteers
- Coordinates the gift solicitation efforts of the Board of Directors and other volunteer solicitors
- Plans, prepares and implements mailings, acknowledgements, invoicing for campaign activities
- Plans and implements APC cultivation and stewardship events
- Works with other APC staff to create campaign related materials
- Generates weekly reports to ensure that goals are being met
- Inputs information into Raiser's Edge database
- Provides Symphony staff support to select committees
- Maintains a visible presence at concerts and cultivation events as appropriate
- Performs other duties as assigned by the Director of APC

Qualifications

Successful performance in this position requires an individual with excellent organizational skills, including attention to detail and efficient time management, the ability to collaborate creatively and work effectively with internal and external partners, and the ability to execute tactical activities that accomplish departmental and organizational goals.

- Experience with fundraising and event planning
- Understanding of donor prospecting, the cultivation process and the fundraising cycle
- Proven track record of effective time management, flexibility and strong organizational skills
- Commitment to the principles of teamwork and shared responsibility
- Ability to multi-task and meet simultaneous deadlines
- Ability to handle confidential conversations, correspondence and records
- Ability to relate to a diverse group of people including staff, board members and community members
- Ability to communicate effectively both orally and in writing
- Ability to anticipate potential problems and avert them before significant impact on service delivery, expenses or revenues
- 2+ years of fundraising experience

Environment

- Competitive benefits including health, dental and 403 (b) plan
- Position will have work space in the Richmond Symphony office (parking provided).
- Work is performed in a fast paced office environment.
- Attendance and participation at concerts, events and activities will be expected outside of normal office hours and on weekends with advance notice.
- The Richmond Symphony strives to create an environment that practices shared values inclusive of the following: Mutual Respect, Empathy, Integrity, Transparency, Trust, Insistence on Excellence, Hunger for Success, Passion, Creativity and Fun.

To Apply

Please send cover letter and resume to sdodson@richmondsymphony.com or fax to 804.788.1541. Phone calls will not be accepted.