

# RICHMOND SYMPHONY

<b>Title</b>	Donor Relations Manager	<b>Reports To</b>	Director of Advancement & Patron Communications
<b>Department</b>	APC	<b>Classification</b>	Salaried/full-time/Non Exempt

## Job Summary

The Donor Relations Manager assists the Advancement Team within the Advancement & Patron Communications Department in order to execute activities associated with raising funds from all aspects of the Annual Fund. The Donor Relations Manager is the line manager to the Donor Relations Coordinator and provides guidance and instruction to meet the overall goals of the department. The advancement team drives an overall annual income goal of \$6.5million + annually.

During and beyond the COVID pandemic, the Richmond Symphony has taken great strides as a forward-thinking and innovative organization that is redefining music performance to include new and immersive experiences. These new realms make musical experiences available to a much broader audience.

Founded in 1957, the Richmond Symphony is the largest performing arts organization in Central Virginia. The organization includes an orchestra of more than 70 professional musicians, the 150-voice Richmond Symphony Chorus and more than 260 students in the Richmond Symphony Youth Orchestra programs. Each season, more than 200,000 members of the community enjoy concerts, radio broadcasts, and educational outreach programs.

## Responsibilities/Duties/Functions/Tasks

- Direct revenue responsibility for \$400,000 (agreed annually) of contributed income from individuals annually, typically for donations ranging up to \$2,500
- Personal portfolio of selected individual donors to steward in the \$1K-2.5K range. Management of an additional \$50,000 in matching gift revenue annually
- Assisting additional development personnel with identification of and cultivation for major donors above \$2,500 through special events.
- Support for the Board development committees relating to development
- Timely acknowledgement, and management of flow of donor stewardship
- Directs the execution of the individual giving solicitation cycle including direct mail / phone campaigns and donor cultivation procedures
- Oversees in the execution of the giving cycle for small business solicitations and matching gift campaigns
- Assists in executing special event fundraisers
- Responsible for the correct upkeep of the donor database including inputting transactions, tracking cultivation touch points, generating acknowledgement letters, etc.
- Provides staff support to select Board committees
- Provides weekly Contributed Income reports to senior leadership
- Maintains a visible presence at concerts and cultivation events as appropriate
- Performs other duties as assigned by Director of Advancement and Patron Communications

## Qualifications

Successful performance in this position requires a positive individual with:

- Experience with non-profit annual fund management, direct mail solicitation and related efforts
- Understanding of the donor 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, donors, artists, young people and community members
- Ability to communicate effectively both orally and in writing
- Ability to anticipate problems or to identify them before significant impact on service delivery, expenses or revenues
- Minimum 3 years of individual giving fundraising experience

## Environment

- Position will have work space in the Richmond Symphony office (parking provided).
- Flexible work from home / office options are available.
- Attendance and participation at concerts, events and activities will be expected outside of normal office hours and on weekends.
- Competitive benefits package included
- Salary range: \$40,000 to \$50,000 depending on experience

## To Apply

- Please send a cover letter and resume to Frances Sterling, [fsterling@richmondsymphony.com](mailto:fsterling@richmondsymphony.com)
- The review process starts March 14<sup>th</sup> 2022
- Email applications and queries only please

## Equal Opportunity Employment

- The Richmond Symphony proudly supports Equal Opportunity Employment. Our organization does not discriminate based upon race, religion, color, national origin, gender (including pregnancy, childbirth, or related medical conditions), sexual orientation, gender identity, gender expression, age, status as a protected veteran, status as an individual with a disability, or other applicable legally protected characteristics.
- If you need assistance or an accommodation due to a disability, please don't hesitate to let us know in your application email.