Title: Business Relations Coordinator
Reports To: Marketing and PR Manager
Department: APC
Classification: Exempt

Job Summary

Cultivate and maintain revenue-generating relationships with businesses and organizations within the region, including sponsorships, advertising or other collaborative partnerships that benefit the Symphony by creating in-kind, or other relationships that build brand, audience and investment from the wider Richmond community.

The Business Relations Coordinator manages and grows new and existing relationships in the Greater Richmond business community. The portfolio includes small-to-mid size businesses with sponsorship packages, advertising packages, in-kind support and special events. Strategically, this role supports the identification and growth of business relations and contributions to the organization. The role is responsible for creating and delivering corporate/business sponsorship proposals as well fulfilling all sponsor benefits, including special events.

Responsibilities

- Regular communications to business partners
- Up-selling benefits where appropriate
- Selling advertising opportunities
- Creation of sponsor packages and proposals
- Proof reading marketing copy for correct recognition and placement of adverts
- Special events support
- Meeting and greeting clients at concerts (when appropriate / safe to do so)
- Committee and meeting support
- Regular revenue reporting
- Record keeping and use of the company database (Bloomerang)
- Creation of copy and imagery for client recognition
- Supporting business prospecting, cultivation and stewardship
Qualifications

Desired skills include:

- Up to three years’ experience in a similar role
- Excellent verbal and written skills
- Excellent software skills in Google and Microsoft programs
- Positive, can-do attitude
- Good skills with image and video editing software
- Good skills with social media platforms
- 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 act with discretion in handling confidential conversations, correspondence and records
- Ability to relate to a diverse group of people including staff, Board members and community members
- Experience working in customer relationship management (CRM) databases preferred

Environment

- The role will have personal work space in the Richmond Symphony office with remote work options available.
- Work is performed in a friendly and fast paced office environment.
- Attendance and participation at concerts, events and activities will be expected outside of normal office hours and on weekends.

Benefits & Salary

- Benefits include health insurance, long term disability, self-funded dental insurance, paid vacation, holiday, and sick leave.
- Salary $38,000/year

To Apply

- Send cover letter, resume and at least one professional reference to rscott@richmondsymphony.com by May 6th, 2021
- Any offer of employment is contingent upon successful completion of a background check and demonstrated eligibility for work, including compliance with 22.1-296.1 of the Code of Virginia.