The Special Events Coordinator works closely with the Advancement and Patron Communications department to cultivate donors and subscribers while growing relationships between the Symphony and its patrons through the scheduling and execution of fundraising and stewardship events throughout the year.

The Coordinator works directly with the Board and volunteers to raise funds through the annual gala and additional fundraising events.

Cross-departmental communication and coordination is key to the success of fundraising events ranging from our donor lounge and concerts to musician participation in cultivation and unique meet and greet events.

Responsible for all aspects of the annual fundraising gala, overseeing a fundraising goal of $440,000; working hand-in-hand with Board and volunteer committee members, key senior staff, and the Director of Advancement & Patron Communications, advancement team and Gala Committee.

- Manages board and volunteer committee to plan and execute gala events, table sales, ticket sales and additional night-of fundraising goals.
- Solicits and facilitates solicitation of outside organizations/companies for both silent and live auction items.
- Primary staff liaison with gala related vendors (venue, caterer, auction donors, etc.)
- Manages print and digital needs, details and deadlines for all gala materials (mailings, invitations, signage, program books, etc.)
- Maintains mailing lists, event RSVPs, attendee lists, donor listings and correspondence with eye to detail and accuracy.
- Organizes and maintains event websites and auction software where relevant.

Works with fundraising staff to execute donor cultivation/stewardship events and activities.

- Primary staff liaison with event host(s), venues, and vendors
- Manages event guest lists, invitations and collects RSVPs
- Provides on-site event execution and staffing
- Organizes and prepares event follow up correspondence and thank you notes
- Recruits and organizes special event volunteers as needed
- Manages and maintains affinity group data and communications

Administrative Duties

- Generates weekly reports to ensure that goals are being met
- Inputs information and pulls reports from Bloomerang database as appropriate
- Maintains a visible presence at concerts and events
• Assists APC staff with mailings, scheduling and prospect research
• Performs other duties as needed

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 in event planning and fundraising
• 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
• Demonstrated ability to handle confidential conversations, correspondence and records
• Ability to relate to a diverse group of people including staff, board and community members
• Effective communication skills both verbally and in writing
• Ability to anticipate problems and avert them before significant impact
• Bachelor degree preferred or equivalent event planning 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: $35,000 to $40,000 depending on experience

To Apply

• Please send a cover letter and resume to Zoe Thomas, zthomas@richmondsymphony.com.
• The review process starts August 13th.
• Phone calls will not be accepted.

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.