



## **Stewardship and Special Events Manager The Richmond Symphony**

Are you passionate about the arts? Do you enjoy a vibrant, fast-paced environment? Do you love organizing, planning, and volunteer management? Bring your energy and enthusiasm to the Richmond Symphony in the role of the Stewardship and Special Events Manager and build a community of engaged and activated donors to raise funds that help realize the power of music and music education in the Richmond region. You will be a part of a highly accomplished team dedicated to growing arts and culture impact, driving deeper donor affinity and potential future investment from patrons of the Symphony, by planning, managing and executing all fundraising events as well as a strong donor stewardship plan.

### What exactly would I do?

As the Stewardship and Special Events Manager you will have a net annual revenue goal of \$250,000 - \$400,000 to be obtained through an annual fundraising gala as well as several smaller fundraising events throughout the year. You will also work closely with the Advancement team to help grow annual individual and corporate contributed income to reach an annual goal of \$5,000,000 through the execution of stewardship and donor engagement activities. Your days may be spent managing Board and volunteer committees, organizing event vendors, soliciting table sponsorships or auction items, creating event briefs, managing budgets, building donor mailing lists, reporting on event results or organizing musician participation in fundraising activities or stewardship events. You will maintain regular participation in Symphony concerts and events on many evenings and weekends, and build relationships with stakeholders throughout the organization.

### What qualifications and skills do I need?

A commitment to our core values of welcoming, passion, innovation, inclusivity and quality is required. In addition, demonstrated success in event planning and fundraising is a must, with two to five years of experience in arts/event administration, marketing or a related field preferred. Availability to work a robust schedule of performances, donor engagements and community engagement events is also required. Highly developed time management, organizational, written/oral/digital communication skills combined with flexibility and the ability to meet simultaneous deadlines, work independently, and relate to a diverse group of people are all desirable traits.

### What's the compensation and benefits?

This is a full time position with an annual salary of \$45,000-49,000 plus overtime pay. Benefits include health, dental, telemedicine, vision, disability and instrument insurances, a flexible spending or health savings account, flexible paid time off, sick leave, free parking, and a 403(b) plan. A combination of in-person and remote work for administrative work time is possible. A significant presence and participation at evening and/or weekend events, concerts and other activities is expected.

### How do I apply?

Send an email to [apply@richmondsymphony.com](mailto:apply@richmondsymphony.com) with the following information: cover letter (including how you learned about this opportunity), resume, and two professional references with their contact information. Applications will be accepted until the position is filled. Any offer of employment is contingent upon a background check.

