

# RICHMOND SYMPHONY

***Would you like to be a part of a centerpiece of Richmond's performing arts community? Would you be excited to help the Richmond Symphony change lives through the power of music? Are you ready to step into a role in executive and fundraising support?***

## ***The Richmond Symphony***

For more than 60 years, the Richmond Symphony has engaged music lovers young and old. The Richmond Symphony sits at the center of the vibrant cultural life of Richmond, Virginia. Its musicians serve as links throughout the community and the orchestra itself provides a vast array of concerts for all musical tastes and ages, including a Masterworks series, The Metro Collection Series (chamber orchestra), a Symphony Pops series, a family Lollipops series, Rush Hour Concerts (one-hour orchestral performances in casual venues), education concerts with full orchestra as well as small ensembles, and a myriad of special presentations. In addition to its performances in the Carpenter Theater at the Dominion Energy Center, the Symphony purchased the "Big Tent" in 2015, a mobile stage with a large and beautiful canopy.

The Richmond Symphony is comprised of 69 professional musicians, with a core of 38 full-time positions due to expand to a core of 41 within the next four years. The 2019/20 season, informally titled the year of "Welcome," is a most exciting year of transition. In September 2018 it was announced that the Richmond Symphony had selected a slate of five diverse and outstanding candidates for the position of Music Director. Each of the finalists is participating in a two-week residency and the selected candidate will succeed Steven Smith, who completed his term as Music Director at the end of the 2018-2019 season, after almost ten years. The second life-changing event in 2019/20 is that the Richmond Symphony will welcome the Menuhin Competition to Richmond in May 2020, considered by many to be the Olympics of the violin – pushing its annual operating budget in FY20 from \$6 million to over \$8.5 million. The Symphony also benefits from a growing endowment overseen by the Richmond Symphony Foundation, with its separate Board, that is expected to reach \$20 million in 2020/21.

## ***Position Highlights***

The Advancement & Executive Assistant will provide clerical and administrative support to the Executive Director, Director of Advancement & Patron Communications, the Board of Directors and the fundraising (Advancement) team. This position is responsible for administration and upkeep of the Bloomerang fundraising database, processing donations and coordinating with internal staff when compiling and analyzing data for use in donor acquisition and engagement. This position will track contributed revenue of the department and serve as a liaison with the Finance department. This staff member will also assist in communications and scheduling

among Symphony Leadership and donors. Because this is a public facing role, a positive outlook and pleasant manner are necessary.

Primary responsibilities include:

- Provide clerical and administrative support to Executive Director and Director of Advancement & Patron Services, including maintaining schedules
- Serve as staff liaison for the Board of Directors and select Board Committees.
- Prepare for and execute monthly Board of Directors meetings and quarterly Richmond Symphony Foundation meetings; prepare minutes for those meetings
- Administer Bloomerang fundraising database, ensuring accuracy of gift records and constituent information
- Assist Advancement team members with data analysis, list generation, direct mail and electronic fundraising campaigns and related initiatives
- Maintain office supplies including ordering and organization
- Other special projects and tasks as assigned

The Advancement & Executive Assistant reports to the Executive Director and Director of Advancement & Patron Communications.

### ***Qualifications***

Successful candidates will enjoy providing support to staff colleagues and Board members, and have excellent verbal and written communication skills.

Additional qualifications include:

- Administrative support experience and strong computer skills including word processing, spreadsheet, PowerPoint and database software systems are required
- Excellent verbal and written communications skills
- Bachelor's degree preferred
- Experience with data entry and database work (fundraising databases a plus)
- Ability to work effectively in a fast-paced environment with limited resources
- Proven track record of effective time management, strong organizational skills and careful attention to detail
- Ability to handle competing priorities and deadlines
- Ability to handle confidential conversations, correspondence and records with discretion
- Ability to relate positively to a diverse group of people including staff, board members and patrons

### ***The Work Environment***

Richmond Symphony offices are located at 612 E. Grace Street. The position offers:

- Competitive salary and benefits including health, dental and retirement
- Work space in the Richmond Symphony office (parking provided)
- A fast-paced, open office environment

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 resume, cover letter and references to [miscott@richmondsymphony.com](mailto:miscott@richmondsymphony.com). For best consideration, please apply by December 15, 2019.

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.

Equal Opportunity Employer.