



**Position Title:** Development Manager

**Position Type:** Full-time, Exempt

**Position Reports To:** Director of Development

**Salary:** Starting salary range for this position begins at \$55,000

**Benefits Package:** Health, Dental, Life and Short-Term Disability Insurance, 401k, Paid-Time Off, Paid Holidays

**Job Summary:**

Richmond Performing Arts Alliance (RPAA) advances the performing arts in the Richmond region through programs and resources that SUPPORT the artists of today, NURTURE the artists of tomorrow, and provide spaces for the arts to THRIVE. Since 2009, RPAA has served more than 3.5 million patrons; engaged the lives of over 53,000 students, teachers, and families; and invested nearly \$4 million in providing arts education opportunities to the region, largely at no cost to families or schools.

In support of this mission, RPAA seeks a Development Manager to oversee grants, sponsorships, and special events. This is an exciting time to join the organization in this new role as it continues to expand to be the core support organization for the local performing arts community, grow its footprint of inclusive and accessible arts education programs, and strengthen its brand and community presence.

In collaboration with the Director of Development, the Development Manager will create and manage a plan to cultivate and solicit funding from corporate, foundation, and government sources by establishing meaningful partnerships and strengthening existing ones. The duties of this position include: researching, writing, and reporting on grants; securing sponsorship; serving as the main point of contact for corporate and foundation funders; and overseeing all special events.

**Job Responsibilities (includes, but not limited to):**

General

- Establish long-term partnerships and strengthen existing relationships with the corporate and foundation sector.
- Work closely with the Director of Development to identify, engage, secure, and steward local, regional, and national corporate and foundation relationships.
- Track and report on key metrics that align with the organization's strategic plan.
- Develop profiles of donors and prospects to align with the organization's programs.
- Manage solicitation deadlines and ensure timely submission of proposals and reports.
- Conduct prospect research to identify new funders that would be likely to support the organization.
- Adequately prepare for and participate in donor meetings, site visits, follow-ups, etc.
- Work with PR & Marketing Manager to develop media awareness of corporate and foundation gifts.

Grants

- Research foundations, corporations, and government agencies to identify new sources of funding.
- Maintain and strengthen relationships with existing funders.
- Write grant proposals in accordance with funder guidelines and aligned with RPAA priorities.
- Maintain grant records, timelines, and reporting requirements.
- Provide timely reports and evaluations to funders in accordance with grant agreements.
- Oversee stewardship of funders and nurture relationships in between grant cycles.
- Work collaboratively with Development Coordinator & Board Liaison who will support the grants process as needed.

#### Sponsorships and Corporate Funders

- Oversee the planning and execution of an annual sponsorship program with the goal of increasing the number of sponsors and securing higher-level donations.
- Create sponsorship packages for all events, education initiatives, and artistic programming and manage sponsorship relationships.
- Conduct prospect research on businesses of all sizes to identify new corporate supporters and event sponsors.
- Cultivate, secure, steward, and renew corporate gifts.
- Write and submit sponsorship proposals.
- Network and be active within the local business community (i.e. Chamber meetings, MBL meetings) and develop a strategic business outreach plan.
- Coordinate restaurant and hotel partnerships for RPAA to secure trade agreements and donor benefits.

#### Special Events

- Lead effort to create a vision for each special event (at this time RPAA has two annual special events) and generate buy-in among staff, board, and volunteers, working with event committees as needed.
- Oversee all event logistics with support from the Development Coordinator & Board Liaison, including working with the venue management team and outside vendors.
- Secure local and national talent for events.
- Build and manage event budgets and track all income and expenses in partnership with the Director of Finance & Administration.
- Work with PR & Marketing Manager to create save the dates, invitations, programs, signage, and other print and electronic collateral.
- Create and manage event websites, registration processes, silent/live auctions, attendee follow-up, etc. in partnership with Development Coordinator & Board Liaison.

#### **Job Qualifications:**

- At least three years of experience working in a direct fundraising role that includes grants, sponsorships, and events.
- Bachelor's degree or higher (experience in lieu of degree will be considered).
- Creative, enthusiastic, and goal-oriented.
- Enjoys building relationships with external stakeholders and providing excellent customer service.
- Commitment to working collaboratively with a range of constituents, including staff, board members, volunteers, donors, program partners, and participants.
- Excellent written and verbal communication skills.
- Ability to prioritize, multi-task, and follow through with tasks.
- Detail-oriented and comfortable handling financial information.

- Willingness to be flexible in varied job assignments and to pitch in when/where needed.
- Proficient in the use of Microsoft Office and Google applications.
- An appreciation for and belief in the mission of RPAA.

**To Apply:**

Please send a cover letter, resume, three references, and two writing samples to [jobs@rpaalliance.com](mailto:jobs@rpaalliance.com). Please list "Development Manager" in the subject line. No phone calls, please. Richmond Performing Arts Alliance is an Equal Opportunity Employer.

Please note, this job is being reposted. If you previously applied for this position, your application materials are still on file, and you do not need to apply again.