



Position Title: Development Manager

Position Type: Full-time, Exempt

Position Reports To: Director of Development

Salary: Starting salary range for this position begins at \$50,000

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

Job Summary:

RPAA seeks a Development Manager to oversee the grants and sponsorships for RPAA as well as special events. The Development Manager will conduct the researching, writing, and reporting of grants and maintain relationships with funders. The position is also responsible for securing sponsorships for special events, education initiatives, and artistic programs, and being the main point of contact for corporate supporters. The Development Manager will oversee all special events and is expected to be active in the community to develop sponsor relationships.

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.
- Write grant proposals in accordance with funder guidelines and aligned with RPAA priorities.
- Maintain grants 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.
- Conduct prospect research on businesses of all sizes to identify new corporate members and event sponsors.
- Network with the local business community (i.e. Chamber meetings, MBL meetings) and develop a strategic business outreach plan.
- Cultivate, secure, steward, and renew corporate gifts.
- Write and submit sponsorship proposals.
- Create sponsorship packages for all events and manage all sponsorship relationships
- Coordinate restaurant and hotel partnerships for RPAA to secure trade agreements and donor benefits.

Special Events

- Lead effort to create vision for each special event and create 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, to include 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 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 two years of experience working in a direct fundraising role.
- Bachelor's degree or higher (experience in lieu of degree will be considered).
- Excellent written and verbal communication skills.
- Ability to prioritize, multi-task, and follow through with tasks.
- Detail-oriented and comfortable handling financial information.
- Enjoys building relationships and providing excellent customer service.
- Willingness to be flexible in varied job assignments and to pitch in when/where needed.
- Commitment to working collaboratively with a range of constituents, including staff, board members, volunteers, donors, program partners, and participants.
- Knowledge and experience with nonprofit CRMs.
- Proficient in the use of Microsoft Office and Google applications as well as basic HTML knowledge.
- 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. Please list "Development Manager" in the subject line. No phone calls, please. Richmond Performing Arts Alliance is an Equal Opportunity Employer.