



Corporate Development & Events Manager

POSITION SUMMARY: The Corporate Development & Events Manager plans and facilitates special events, such as the Maestro's Ball, pre- and post-concert receptions, sponsored events, and special luncheons or dinners. The position will be responsible for developing and stewarding corporate partner relationships, both cash and in-kind, including sponsorship of concerts, series, and special events. This person will work with the Executive Director, as well as various boards and committees on major campaigns.

DUTIES AND RESPONSIBILITIES:

- Coordinate the Maestro's Ball including corporate sponsor fundraising and details of events including venues, invitations, decorations, tents, menus, etc.
- Support corporate fundraising campaigns, including Company of Note.
- Manage corporate partnerships, including verifying the type and amount of donation and documenting in database; establishing an efficient system of reporting; working with development and marketing colleagues to ensure sponsors are correctly recognized in relevant collateral; acknowledging contributions; and providing impact reports.
- Serve as an organization steward and assist in the multi-million dollar endowment campaign.
- Coordinate corporate events including ASC Patrons Lounge receptions, concert sponsor events tickets, backstage meet & greet, sponsor gifts and other promised benefits.
- Coordinate night of concert logistics including the ASC Patrons Lounge, bars, staff coverage for the marketing table, event signage, etc.
- Coordinate corporate fee concert logistics with production and marketing.
- Coordinate Coffee Concert logistics including catering and senior tickets.
- Calculate budgets, adjust when necessary and provide receipts.
- Ensure staff/volunteers are adequately prepared for events.
- Provide guidance and support to event committees to achieve financial and participation goals.
- Actively contribute to the ASO staff and development team by participating in team meetings and activities, positively contributing to dialogue and nurturing a team-oriented environment.
- Regularly attend concerts and events, serving as an advocate for the organization among key stakeholders.
- Other duties as assigned

MINIMUM REQUIREMENTS:

This person should have the ability to work independently and, when necessary, work as an essential part of the team. Excellent computer skills: Microsoft Office proficiency. Excellent written, verbal, administrative, and organization skills are required - as well as strong interpersonal skills. Candidate must have the excellent attention to details, reliability, and ability to prioritize and meet deadlines under pressure; this person must be an active listener with the ability to maintain composure in demanding circumstances. This person must cultivate constituent relationships. Person should be computer literate with working knowledge of fundraising and database administration, mail merges,

and tracking data for analysis. Experience using Raiser's Edge a plus. Applicants should have at least 5 years administrative experience (preferably working with a nonprofit and board of directors, as well as familiarity with the Birmingham community)

CONTENT OF CONFIDENTIAL INFORMATION: a high level of confidentiality is required in this position due to the knowledge and processing of gifts and financial information of donors.

SUBMISSION:

Please send cover letter, resume, and reference information to:

jobs@alabamasymphony.org

subject line: Corporate Development & Events Manager application

The Alabama Symphony Orchestra is an equal opportunity employer. All applicants will be considered for employment without attention to race, color, religion, sex, sexual orientation, gender identity, national origin, veteran or disability status. The Alabama Symphony Orchestra will not tolerate discrimination or harassment. A criminal background check will be conducted prior to hiring. A period of evaluation will be required