



Position Title: Manager of Donor Relations and Corporate Partnerships

GENERAL INFORMATION

Department: Advancement

Title of Immediate Supervisor: Director of Advancement

Salary Range: \$75,000-\$85,000 per year

Hours: Full-time, Exempt

Best Consideration Date: Monday, November 4, 2024

POSITION INFORMATION

Position Summary/Purpose:

The Washington Performing Arts Advancement team—a creative and collaborative collective of arts professionals—seeks a dynamic and results-driven Manager of Donor Relations and Corporate Partnerships (MDRCP) to complement and enhance our fundraising efforts. The MDRCP is responsible for growing, managing, soliciting, and stewarding supporters – including both **corporate partners and individual philanthropists**, as well as cultivating **diplomatic relationships**.

The ideal candidate will join a staff of dedicated arts professionals, who represent a multiplicity of demographic, generational, and artistic backgrounds. The Manager of Donor Relations and Corporate Partnerships will value working on behalf of a compelling mission to champion the unifying power of the arts through transformative performances and impactful arts education programs. Our ideal colleague will value working for a preeminent performing arts institution that produces events in venues ranging from concert halls and clubs to public parks, featuring a range of artists and art forms from the most distinguished orchestras to both renowned and emerging artists in classical music, gospel music, jazz, and other rich traditions from around the world. The Manager of Donor Relations and Corporate Partnerships will be both a leader and partner in catalyzing support for our programs and organization.

The Manager of Donor Relations and Corporate Partnerships (MDRCP) develops and advances strategies to engage the corporate, individual, diplomatic, and philanthropic communities. This individual will possess an entrepreneurial spirit and bring enthusiasm for building meaningful partnerships with corporations, individuals, local businesses, and government agencies. It is essential that the candidate has a proven track record of success in meeting or exceeding annual fundraising target, and passion for the performing arts.

Reporting to the Director of Advancement, the MDRCP will be a self-motivated, collaborative frontline fundraiser. As such, s/he will establish effective, strong working relationships with the Advancement team, and will work closely with the President & CEO, President Emeritus, and with members of the Board of Directors, Junior Board, and Management Team, to identifying key prospects for further cultivation.

Funding entry points to leverage include, but not limit to:

- **Performance Sponsorships** - Secure sponsorships for music and dance performances featured in each season, covering a broad spectrum of genres including classical, jazz, gospel, chamber, and contemporary;
- **Special Event Sponsorships** - Identify and secure special event sponsorship opportunities such as for a large-scale annual Gala, a variety of special fundraisers surrounding performances and special productions;
- **Mars Arts D.C.** – Identify and seek support for our signature, free community engagement initiative that celebrates the vibrancy of our local community and highlights the uniqueness and beauty of our neighborhoods to complement our ticketed performances;
- **Arts Education and Lifelong Learning Programs** – craft compelling narratives that highlights the impact of our in school arts education programs that provide instrumental and vocal training as well as promote cultural understanding and appreciation (Embassy Adoption Programs), and lifelong learning initiatives. Strategically align the values of our programs with funders’ giving priority and brand identity;
- **Gospel Music Programs** – identify funding sources and expand support base for the organization’s robust gospel music program, a season-long immersive experience in vocal music, providing training and performance opportunities for our two resident gospel choirs;
- **Washington Performing Arts’s *The World in our City* initiative** - Develop and implement strategies to weave together programs with global focus including featured performances on the annual presenting season, the Embassy Adoption Program (led in partnership with D.C. Public Schools), and Mars Arts D.C. to elevate Washington Performing Arts’s unique connectivity and creativity.

Essential Duty #1: Donor Cultivation, Strategy, Solicitation, and Partnerships
Percentage: 75%

- **Donor Portfolio Management & Building** – identify, research, manage, and grow a portfolio of combined 70+ active and prospective corporate and individual supporters whose annual budget goals represent approximately \$500,000 for annual, special, or multi-year gifts beginning at \$5,000 and extending to five and six figures
- **Develop Strategies to Increase Corporate and Individual Giving and Engagement** – proactively identify, cultivate, develop, and execute personalized solicitation strategies for new and existing corporate and individual donors
- **Develop and Pitch Proposals** - build a pipeline of prospects; prepare and pitch compelling proposals and presentations tailored to corporate and individual donor’s interest and giving priorities
- **Strategic Partnership** – lead meaningful engagement and relationship-building strategies for corporate, business, diplomatic, and community leaders to support direct fundraising initiatives, often in partnership with the Board, Director of Advancement, and President & CEO.
- **Project Reporting** - Submit periodic progress and final project reports to fulfill donor compliance expectations, via corporate funding portals
- **Creation of Stewardship Materials** – Manage promotional deliverables and create stewardship materials in partnership with programmatic and design colleagues to generate impact reports, e-news vehicles, and other collateral as needed
- **Special Events Engagement** - Manage corporate, individual, and diplomatic engagement and participation connected to the Annual Gala and Auction, and other large-scale special events

- **Performance Tracking** - Monitor and report on metrics such as Key Performance Indicator (KPIs), conversion rates, and donor retention, and revenue generated

Essential Duty #2: Board Pipeline Development
Percentage: 15%

- **Board of Directors/Corporate Donation Cultivation and Stewardship** - In close collaboration with the Director of Advancement and President & CEO, serve as primary relationship manager for Washington Performing Arts Board of Directors members who also hold Corporate Board seats, to facilitate corporate donation giving and stewardship
- **Board Prospecting** - Work with Board Members to identify and cultivate new corporate and individual Board prospects. Research and qualify prospective Board donors through social events, wealth screening tools, and other sources, and track research activity in our CRM, Tessitura.
- **Board Governance** - work closely with the board, Director of Advancement, and President & CEO to support the Governance, Board Engagement, and Equity Committee to identify cultivation opportunities to advance board pipeline development strategies

Essential Duty #3: Diplomatic Relations
Percentage: 10%

- **Building Meaningful Engagement Opportunities** - Develop and implement strategies for connecting and engaging the diplomatic community with Washington Performing Arts’s season-long programs and special events, partnering closely with the Manager of Special Events and Arts Education colleague who manages the Embassy Adoption Program in coordinating related stewardship and cultivation opportunities
- **Identify and Seek Partnerships** – identify, prepare, and execute proposals based on joint interests that appeals to diplomatic partners to provide financial and in-kind support to Washington Performing Arts

Supervisory Responsibility: N/A
Number of Direct Reports: N/A

Minimum Qualifications:

- 5+ years of experience in nonprofit fundraising within the performing arts, particularly in major gifts/or corporate relations
- Some college coursework in a related field, or an equivalent combination of education and experience
- Knowledge of the performing arts, ideally one or more of the key artistic or programmatic areas (classical music, gospel music, arts education)
- Proven track record of securing individual and corporate gifts at \$5,000+ level
- Proven ability to
 - engage and inspire donors through compelling storytelling and relationship-building;
 - set goals strategically and manage multiple donor strategies simultaneously;
 - interact and influence philanthropic leaders
 - work effectively and cross-functionally with internal and external constituents
- Experience managing and partnering with Board members, high-level volunteers, and executive staff

Essential Capabilities & Preferences

- Creative and strategic thinking skills
- Ability to proactively design initiatives and proposals to engage donors and prospects
- Genuine interest in a wide range of people and a diverse array of programmatic content, preferably in the arts world
- Collaborative team player
- High degree of personal initiative and accountability
- Excellent written and verbal communication skills
- High level of discretion and ethical approach to fundraising
- Good judgment, tact, and patience
- CRM experience (ideally, Tessitura or Raiser's Edge)
- Affinity for the performing arts and commitment to values of diversity, equity, inclusion, accessibility, and belonging
- Relationships in the local D.C. business community, on Capitol Hill, and within the diplomatic community a plus

Specific Conditions of Work

- Completion of a satisfactory criminal background check prior to start of employment
- The Manager of Donor Relations and Corporate Partnerships is a full-time position with office hours from 9:00 a.m. – 5:00 p.m. and additional duties at performances, events, and activities beyond regular office hours.
- Hybrid work schedule: 3 days minimum in office/onsite work
- Must be able to staff events on evenings and weekends as well as attend social and networking events on behalf of Washington Performing Arts
- Must have reliable transportation

How to Apply:

- Send cover letter and resume (in attachment format) to hr@washingtonperformingarts.org with position title in subject line.
- For best consideration, please send applications by **Monday, November 4, 2024.**

Please note: Applications without a cover letter will not be considered.

Benefits of Working at Washington Performing Arts

At Washington Performing Arts, we believe in the value of building a community and taking care of our people. We offer a generous employee package that includes health, vision, dental, and life insurances, long-term disability insurance, employee assistance program, 403 B retirement saving plan, paid holidays, health & wellness/professional development stipend, and free performances. Join us!

About Washington Performing Arts:

<https://www.washingtonperformingarts.org/?t=1>

One of the most established and honored performing arts institutions in America, Washington Performing Arts has engaged for more than half a century with artists, audiences, students, and civic life. The city is truly our stage: for decades, in venues ranging from concert halls and clubs to public parks, we have presented a tremendous range of artists and art forms, from the most distinguished symphony orchestras to both renowned and emerging artists in classical music, gospel music, jazz, culturally-specific genres, dance, and more. We also have an ever-expanding artistic and educational presence on the internet, envisioning ongoing opportunities for online connection and community.

Washington Performing Arts deeply values its partnerships with local organizations and other arts institutions. Through events online and in myriad performance venues and neighborhoods, we engage international visiting artists in community programs and introduce local artists to wider audiences. We place a premium on establishing artists as a continuing presence in the lives of both young people and adults through residencies and education programs. Our achievements have been recognized with a National Medal of Arts and with three Mayor's Arts Awards from the DC Government. We have now embarked upon our second half-century, ever inspired by the motto of our founder, Patrick Hayes: "Everybody in, nobody out."

Organizational Diversity and Inclusion:

Washington Performing Arts is committed to diversity, equity, inclusion, and access in all aspects of our work. In keeping with our mission and guiding principles, we seek, represent, and welcome a multiplicity of voices in everything we do from programmatic content to the composition of our board and staff. Accordingly, we seek to build a team that reflects and meets the needs of the community we are part of and serve. While we have made important progress, we continue to pursue that goal through intentional, focused learning and action.

Hiring a diverse workforce is but one component—we strive to make Washington Performing Arts ever more inclusive, and true to our founder's guiding ethos of "everybody in, nobody out." To gain the maximum benefit from our increasingly diverse team, we wish to make every employee feel welcome and motivated to do their best work. We know that we work better together in service of Washington Performing Arts' mission, because of our differences, not despite them.

Equal Employment Opportunity Statement

Washington Performing Arts subscribes to a policy of Equal Employment Opportunity and will not discriminate against any employee or applicant because of race, age, sex, color, sexual orientation, physical or mental disability, protected veteran status, religion, ancestry or national origin, marital status, genetic information, political affiliation, and gender identity or expression. In addition, the District of Columbia adds protection for marital status, personal appearance, sexual orientation, family responsibilities, matriculation, or political affiliation. Washington Performing Arts' employment decisions are made based on the needs of the organization and qualifications of the applicants and employees.