Position Summary
The Wisconsin Chamber Orchestra (WCO) seeks a full-time Partner Relationship Manager to join our dynamic team in stewarding primarily business partners that support our sponsorship and table sale campaigns at Concerts on the Square and our various other programs. This role supports the WCO’s robust annual philanthropic initiatives.

Reporting to the Chief Executive Officer (CEO), the Partner Relationship Manager is a champion for the mission and work of the WCO, connecting our community impact and visibility with local businesses philanthropic and marketing goals. This position stewards and builds relationship and support of corporate sponsors and individual stakeholders, coordinates and grows Concerts on the Square table reservation supporters and partners with the development and marketing departments for proper donor tracking and partnership fulfillment.

The Partner Relationship Manager position requires a passion for meeting people and building relationships, balanced with a strong project management mindset to successfully maintain and grow partnerships. Successful candidates will also have a passion for how the arts can transform communities. This position works closely with the development and marketing departments to ensure that the team is working together to accomplish goals. This individual contributor position is a full-time salaried exempt position with full benefits package available. The WCO is an equal employment opportunity (EEO) agency; all are encouraged to apply.

Benefits
• Full-time salaried exempt position
• Salary range: $55,000–60,000
• Full health and dental benefits
• 401k retirement plan
• Paid holidays, vacation, sick time
• Leadership development opportunities
• Flexible working environment
• Paid Parking
• Laptop for office use

Responsibilities
• Event Sponsorships
  ○ Support, administer, and grow the WCO’s comprehensive engagement/sponsorship program for all productions, including Concerts on the Square, Masterworks Series, Composer Collective, Messiah, fundraising events, and youth education programs
  ○ Increase exposure and understanding of WCO within our community by making presentations, attending community events, joining service clubs, and developing a personal brand as a champion for community impact through the arts
  ○ Lead and administer the prospecting and recruitment strategy of new potential sponsors
  ○ Develop, write, and track all sponsorship proposals, agreements, partnership benefits, and accounting of gifts
  ○ Ensure fulfillment and delivery of all sponsor benefits for the partnerships
• Concerts on the Square Tables
  ○ Lead, administer, and grow table patron reservations (Corporate and some Individuals) for Concerts on the Square, including existing relationships, sponsors, as well as developing new relationships with local businesses
  ○ Lead and administer the inbound and outbound communication for the recruitment strategy for new potential table patrons
  ○ Support the development staff in communicating with and administering all table reservations from individual donors, in-kind partners, and trade partners
  ○ Manage and coordinate all table reservation forms, communication and seating of table patrons, and fulfillment of the partnership requirements with our table patrons

• Donor Program Support
  ○ Maintain accurate files and detailed donor contact records with the effective use of the Tessitura database to track donor and gift information
  ○ Monitor and report on progress and results toward fundraising and donor engagement goals for impact reporting
  ○ Work with the development team to accurately acknowledge gifts in a timely manner via thank you notes and correspondence from the WCO

• Other duties as assigned

Who You Are
• At least 3 years of experience in fundraising, business-to-business sales or related field required
• Strong interpersonal skills and interest in meeting and connecting with people
• Demonstrated success in building authentic relationships
• Proven track record of sales success in a business development or non-profit environment
• Experience working with major gift or business accounts over $5,000
• Excellent written and verbal communication skills, with demonstrated capabilities delivering compelling presentations and proposals
• Exhibit a keen attention to detail, including follow-through and follow-up
• Drive and passion for community impact
• Ability to work across functions within a small team
• Knowledge of and use of CRM database tools such as Tessitura or Salesforce
• Knowledge of the arts or classical music a plus
• Work evenings and weekends as required

Who We Are
No other arts organization in Wisconsin performs free for more people each year.
Founded in 1960, the orchestra is built on a foundation of quality musicianship with top-tier musicians. As a smaller ensemble, we’re able to showcase music at an intimate level, providing attendees with a unique experience. Under the direction of Maestro Andrew Sewell, we make classical music accessible to our community from concert halls to Madison’s Capitol Square, reaching over 250,000 music lovers annually.

We are driven in our mission to strengthen communities through innovative, high-quality artistic experiences that entertain, inspire, and unite diverse audiences. And we’re passionate about creating a sustainable future through our strategic plan.
Our core artistic programs include the four-decade tradition of Concerts on the Square®, the Masterworks series at the Overture Center for the Arts, annual performances of Handel’s Messiah, educational programming and concerts for families and children that serve over 2000 youth each year and performing with local arts groups like Madison Ballet. In 2023, the WCO launched the Composer Collective series with a five-year, five-album project titled Musical Landscapes in Color with the goal of expanding the orchestral canon to include new works by living composers of color.

We strive to create a vibrant and inclusive space where music creates a sense of togetherness and connection, and that’s why we’re relentless about finding new ways to collaborate and partner with local groups in our community.

As a member of the League of American Orchestras, we take our commitment to Diversity, Equity, and Inclusion seriously. Working with Nehemiah, Inc. through the Catalyst Incubator Grant, our goal is to become a cultural ambassador to Madison while creating relationships that allow for authentic conversation, partnerships, and accessibility to musical experiences.

While headquartered in Madison, we believe in extending our mission to communities across Wisconsin when there are opportunities to do so. To learn more visit wcoconcerts.org.

Why Should You Work Here?

We put people first. With an ongoing nod to the history of classical music, we aren’t afraid to push forward into the future and new norms while respecting tradition. While this statement is about programming, it translates directly to our culture with staff, musicians, and volunteers. We know that when we allow our people agency and flexibility in the workplace, we get the best productivity, innovation, and engagement from all members of our team, allowing us to take our work to new heights and have fun along the way.

Our passion for the mission and focus on excellence is what sets us apart on stage and in the community and we let the work speak for itself. While we take our work very seriously, we try to not take ourselves too seriously. We create with purpose, we play with intent, and we perform with passion. Why? Because we believe it’s possible to inspire a better, inclusive community through music and we want you to be part of that with us.

To Apply

Click here to fill out the online application. Applications received by June 15th, 2024 are ensured full consideration. Applications will be accepted until the position is filled.

If you have questions about the application process or cannot fill out the online application due to a disability or system problem, please contact Joe Loehnis, Chief Executive Officer at joeloehnis@wcoconcerts.org.