



**Wisconsin Chamber Orchestra
Relationship Manager | Opportunity Profile | May 25, 2022**

SUMMARY

The Wisconsin Chamber Orchestra (WCO), a 62-year-old nonprofit arts organization in Madison, WI, seeks a full-time Relationship Manager to join our dynamic team to lead and grow our robust corporate partnerships that support our community-based concert series, education programs, and table patron section at Concerts on the Square.

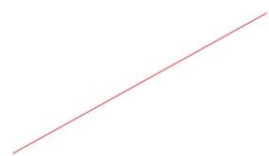
Reporting to the Director of Development, the Relationship Manager is a champion for the mission and work of the WCO, connecting our community impact and visibility with local businesses' philanthropic and marketing goals. This position stewards and builds relationships and support from corporate sponsors and stakeholders, coordinates Concerts on the Square table reservations, and supports the Development department in proper donor tracking and partnership fulfillment. Concert and event attendance on nights and weekends is required.

The Relationship Manager position requires a passion for meeting people and building relationships, balanced with a strong project management mindset to successfully grow partnerships. Successful candidates will also have a passion for how the arts can transform communities. This position works closely with other members of the Development department to ensure that the team is working together to accomplish goals.

This is a full-time salaried exempt position with a full benefits package available. The Wisconsin Chamber Orchestra is an equal employment opportunity (EEO) agency; all are encouraged to apply.

WHO YOU ARE:

- At least 3 years of experience in fundraising, business-to-business sales, or related field required
- Knowledge of the arts or classical music a plus
- Proven track record of sales success in a business development or non-profit environment
- Experience working with major gift or business accounts over \$10,000
- Comfortable with business stewardship in a variety of business sectors
- Demonstrated success in building authentic relationships
- Excellent written and verbal communication skills, with demonstrated capabilities in delivering compelling presentations and proposals
- Exhibit a keen attention to detail, including follow-through and follow-up
- Have drive and passion for community impact
- Knowledge and use of CRM database tools such as Tessitura or Salesforce





BENEFITS

- Full-time salaried exempt position
- Salary range: \$45,000–50,000
- Full health and dental benefits
- Paid holidays, vacation, sick time
- Flexible working environment
- Laptop for office use

POSITION RESPONSIBILITIES

- Corporate Sponsorships
 - Lead, support, and grow the WCO's comprehensive corporate engagement/sponsorship program for all productions, including Concerts on the Square, Masterworks Series, Messiah, fundraising events, and youth education programs.
 - Lead the prospecting and recruitment strategy of new potential corporate sponsors.
 - Increase exposure and understanding of WCO within our community by making presentations, in-person visits, and speaking to stakeholders over zoom and on the phone to develop relationships.
 - Develop, write, and track all sponsorship proposals, agreements, partnership benefits, and accounting of gifts.
 - Ensure fulfillment and delivery of all deliverables for the partnerships.
- Concerts on the Square Tables
 - Lead, support, and grow table patron reservations (businesses and individuals) for Concerts on the Square, including existing relationships and sponsors as well as developing new relationships with local businesses.
 - Lead the prospecting and recruitment strategy for potential new table patrons.
 - Support the Director of Development and Development Manager 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 to 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.
 - Work with the development team to accurately acknowledge gifts in a timely manner via thank yous and correspondence from the WCO.



ABOUT THE WISCONSIN CHAMBER ORCHESTRA

No other arts organization in Wisconsin performs free for more people each year. Today, Maestro Andrew Sewell and the musicians of the Wisconsin Chamber Orchestra bring world-class music to more than 250,000 music lovers annually. Founded in 1960, the WCO is one of Madison's gems, a national-caliber chamber orchestra behind the now four-decade summer tradition of Concerts on the Square.

The WCO also presents the classical Masterworks Series at the Overture Center, the annually sold-out Messiah, and education concerts for families and children. In 2021, the WCO launched its first Composer in Residence program, bringing in acclaimed composer, author, musician, and professor Dr. Bill Banfield to write major works while in residence. While headquartered in Madison, the orchestra plays around the state.

To learn more about the Wisconsin Chamber Orchestra visit www.wcoconcerts.org.

TO APPLY

Submit a cover letter, resume, and references to Joe Loehnis, CEO. joeloehnis@wcoconcerts.org. For best consideration, apply by July 1, 2022 We will accept applications until the position is filled.

