



JOB DESCRIPTION

Position: Relationship Manager

Reports to: Executive Director

FLSA status: Exempt

Position manages / oversees: Individual donors, interns and volunteers

VTAC's MISSION: To build community power by providing a creative home that incubates the arts and amplifies the voices of all people in the neighborhood.

REASON POSITION EXISTS

- To engage and cultivate relationships with individual donors.
- To organize, direct, and coordinate robust and fully functioning volunteer and internship programs.
- To organize, direct and coordinate an artist membership program.

Success in this position will be measured by meeting or exceeding budgeted revenue goals through both the quality and quantity of relationships built with individual donors; by the development and oversight of VTAC's volunteer and internship programs to meet the needs of the organization as a whole; by meeting or exceeding artist membership goals.

Focus: 50% external, 50% internal

KEY RESULT AREAS:

The primary accountabilities for the position include:

1. To engage and cultivate relationships with individual donors
 - Create opportunities for individual donors to get involved in VTAC's mission.
 - With the support of the Marketing and Communications Director, research, cultivate, solicit, steward, and acknowledge donations, from individual donors.
 - Work with the Executive Director to develop plans for short- and long-term revenue streams from campaigns targeted at individual donors.
 - Maintain an individual donor database in our CRM and provide data analysis and reporting for individual donor engagement and participation.
 - In conjunction with the Facilities and Operations Director and Community Engagement Director, plan and execute events that engage individual donors.
 - With the support of the Facilities and Operations Director, manage subcontractors, timelines and budgets to meet internal and external stakeholder expectations.
 - Recruit and onboard individual donors

2. To organize, direct, and coordinate robust and fully functioning volunteer and internship programs.
 - Develop a strategy with the Marketing and Communications Director as well as the Facilities and Operations Director to source, recruit, onboard and retain volunteers and interns throughout the organization.
 - Develop and implement formal and informal volunteer and intern recognition programs.
 - Develop and maintain a skills and opportunities database for all volunteers and interns.
 - Working with all VTAC stakeholders (both internal and external), drive volunteer and intern utilization to the greatest degree possible.
 - Ensure a strong VTAC brand internally and externally, ensuring a consistent message throughout the volunteer and internship programs.
 - Ensure volunteers and interns clearly understand and can articulate VTAC's mission.
 - Working in conjunction with the Board Chair, design and implement board and committee member recruitment processes.
3. To design, organize, direct and coordinate an artist membership program.
 - Working in conjunction with the Communications and Marketing Director, the Facilities and Operations Director, The Community Engagement Director and the Executive Director, build and implement an artist membership program from the ground up.
4. Other duties, at the discretion of the Executive Director, as required to meet business needs

Desired Education and Experience

- 3 + years success in a development role.
- Prior experience in the arts or social justice field preferred
- Hands on experience developing, implementing and evaluating both strategic and tactical recruiting initiatives.
- 1 + year experience with planning events.
- Demonstrated track record of developing and advancing significant strategic partner and funder relationships.
- Intermediate level skill in using CRM systems, Google Suite, and virtual meeting platforms.
- 3 + years success recruiting and managing volunteers and interns.
- Demonstrated experience building volunteer and internship programs from the ground up.
- Bachelor's degree in business, communications, or social science preferred. Demonstrated experience in similar roles may substitute for a degree.

Required Attributes:

- Ability to provide organizational leadership, as well as to develop programs and goals
 - Strong initiative and self-management skills
 - Exceptional oral, written and presentation skills.
 - Analytical and data driven.
 - Ability to represent the organization professionally and effectively to diverse external audiences.
 - Ability to regularly work nights and weekends as well as attend events.
 - Exceptional relationship building skills
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Position notes:

Location:

This is a hybrid position. While some of the work is done remotely, in person presence will be required for meetings, onboarding, and engagement with stakeholders.

This is a 32 hour-per-week position with an anticipated start date of March 11, 2024. Employees will have 12 paid holidays and 2 personal days per year.

Compensation:

1. Compensation \$45,000
2. Employees receive a stipend towards the self-purchase of benefits

Victoria Theater Arts Center is an equal opportunity employer that is committed to diversity and inclusion in the workplace. We believe that when we are free to bring our whole selves to this work we can truly embody the spirit and values of the organization.

We prohibit discrimination and harassment of any kind based on race, color, sex, religion, gender identity, sexual orientation, national origin, disability, genetic information, pregnancy, or any other protected characteristic as outlined by federal, state, or local laws