



Job Description
Community Engagement Manager

GENERAL DUTIES AND RESPONSIBILITIES

The Community Engagement Manager works in concert with Richmond Triangle Players' senior leadership team to expand fundraising and community engagement capacity in support of the organization's mission and programming. This position establishes strategic direction and plays a critical role in marketing and fundraising campaign design, prospect cultivation and solicitation, and in managing RTP's internal data and donor management systems. The Community Engagement Manager works closely with RTP's Board of Directors, staff and volunteers to implement relationship-based fundraising, community engagement and marketing efforts.

EXPERIENCE AND EDUCATIONAL REQUIREMENTS

The Community Engagement Manager candidate is an experienced fundraising and/or arts professional (preferably in arts, education or cultural nonprofits) with demonstrated experience in the field. The successful applicant has an undergraduate baccalaureate degree from a regionally accredited college or university plus 3-5 years' relevant experience in arts management or a related field; 8-10 years of relevant experience is acceptable if no degree.

SPECIFIC DUTIES AND RESPONSIBILITIES OF THIS POSITION:

- Collaborate with and inspire board and volunteers in efforts to raise over \$300,000 in earned and contributed revenue each year;
- Work collaboratively with the Executive Director and Artistic Director to determine short and long-term goals in tandem with institutional goals and benchmarks;
 - Modernizing the promotion of productions, in concert with the Marketing Chairs and committee, with a focus on social media platforms;
 - Implement the donor stewardship plan;
 - Design and implement a cohesive annual development and fundraising plan, in concert with the Development Chairs and committee;

- Create community partnerships to advance the goals of RTP, including a talkback series to enhance audience enjoyment of productions;
- Collaborate with the Executive and Artistic Directors on the creation of digital and online programming that enhances RTP's mission in and impact on the community.
- Direct and manage Board members and volunteers in individual and institutional fundraising efforts, including solicitation, acknowledgment and reporting;
- Forge effective partnerships with professional and volunteer leadership teams as well as representatives from diverse networks throughout the greater Richmond community;
- Be an effective representative of the organization

EMPLOYMENT OF THE COMMUNITY ENGAGEMENT MANAGER

The Board of Richmond Triangle Players sets the compensation and benefits for the Community Engagement Manager. The Community Engagement Manager will serve an initial six-month probationary period during which employment can be terminated by the Executive Director with notice of one month. At the end of the probationary period the Executive Director will conduct an evaluation.

With a successful evaluation, the Community Engagement Manager enters into an at-will work agreement with the corporation. The performance of the Community Engagement Manager shall be annually reviewed by the Executive Director and reported to the Board.

This is considered a full-time, exempt position; compensation begins at \$30,000 per year. Health stipend is available.