



Job Title: Event & Corporate Relations Manager

Reports to: Director of Development

Department: Development

FLSA Classification: Full-Time, Exempt

Wage/Compensation Range: \$30-\$34/hour - health insurance, paid time off, and paid holidays provided

Our goal is to be a diverse workforce that is representative, at all job levels, of the community we serve. Goodspeed Musicals is committed to creating an equitable, inclusive, and accessible workplace environment, and is proud to be an Equal Opportunity Employer. Women, non-gender binary/trans individuals, BIPOC (Black, Indigenous, and People of Color), and people with disabilities are strongly encouraged to apply.

General Statement of Job Function

To manage, develop, and implement plans for Goodspeed's Special Events as well as manage the Corporate sponsorship program. Special Events include income-generating events such as the annual Gala & Auction, New York & London theatre tours, and other similar fundraising events as needed. Special Events also include Cultivation and Stewardship events such as Donor appreciation & cultivation events, Member insider and cultivation events, Festival events. Special Events & Corporate Relations Manager develops and forecasts event budgets.

Primary Duties & Responsibilities

Events

- Manage, plan, budget and execute the annual Gala & Auction each year
- Hire and oversee the event assistant (seasonal position supporting the Gala & Auction)
- Manage, plan, budget and execute the annual London and New York City theatre fundraising tours
- Plan, budget and execute all donor recognition and cultivation events for Goodspeed including
 - Annual Producer's Circle (and above donor levels) and Goodspeed Society appreciation/cultivation Events
 - Member Insider Events in conjunction with Goodspeed's Membership & Annual Fund Manager
 - Season Announcement Events
 - Private Board gatherings and cultivation events
- Manage Friend and patron events (outside of performances) for the Festival of New Musicals each year
- Manage all special events invitation lists, RSVPs, follow-up and confirmations
- Oversee the creation of event invitations
- Review, recommend, and assess event procedures (while considering ROI)

Corporate Relations

- Identify, research, and strategically cultivate corporate sponsors
- Manage all corporate sponsorships
- Create, update, and maintain corporate sponsorship collateral and annual benefit sheets
- Manage and create corporate sponsorship proposals
- Manage corporate sponsorship benefits such as tickets, logo placements, recognition on website
- Manage and execute sponsor recognition and cultivation events

Other Duties and Responsibilities

- Work with Goodspeed's Board and Individual Giving Officer to research and cultivate event attendees and sponsors
- Recommend and facilitate new fundraising event opportunities
- Assist with intermission coverage in VIP Donor Lounge (for major donors)
- Provide support as needed to the rest of the department as well as other departments as it pertains to events
- Other duties as assigned

Qualifications & Skills:

- Superb time management and ability to meet deadlines
- Strong organization skills and ability to manage multiple priorities
- Three years job related fundraising and development work experience, preferably in a fast-paced, non-profit environment and ideally in an arts or cultural organization
- Strong computer skills, especially in Excel and Word
- Strong financial skills
- Exceptional attention to detail and proactive attitude
- Excellent verbal and written communication skills
- Ability to be flexible with assignments and priorities
- Ability to work with and motivate volunteers
- Ability to treat confidential information with the utmost discretion
- Familiarity in working with event and donor databases; Goodspeed currently uses PatronManager and GiveSmart
- Must possess an enthusiastic and positive outlook and bring kindness, confidence, and a generous spirit
- Must be an outgoing and resilient team-player
- Must be willing to travel (out of State and Internationally) and work evenings and weekends when needed.
- Preferred: Bachelor's degree or higher or the equivalent experience
- Respect for Goodspeed's mission and drive, including the understanding that the focus of our work is to support the artistic and creative process—and people—at the heart of making musical theatre
- Exhibit interpersonal savvy, which includes relating comfortably to a variety of personalities; cultivating and maintaining positive relationships; employing discretion, diplomacy, and tact; seeking the positive in all situations

- Comfortably and effectively cope with change and ambiguity, which includes effectively transitioning between tasks and timelines; identifying priorities and making good decisions with a minimum of information; staying relaxed and proactive when things are uncertain; confidently managing risk and uncertainty
- A commitment to an equitable work environment, which includes use of gender inclusive language; support for individual gender expression, racial equity and inter-generational collaboration; accessibility for people with disabilities; and cultural sensitivity