



JOB TITLE: Vice President/Fundraising

JOB OVERVIEW: Responsible for planning and executing fundraisers that will enable The Symphony Guild of Charlotte, Inc. to meet its revenue plan and contribute to the Charlotte Symphony to the maximum that is possible.

BENEFITS: Experience personal growth through leadership of a team in a mid-sized organization, developing skills to plan and achieve both short-term and long-term objectives. Gain an overview of The Guild which will instill a comfort level in assuming other executive positions within The Guild.

RESPONSIBILITIES:

- Become familiar with The Guild’s bylaws, policies and procedures and administrative guidelines, located at <https://www.symphonysymphonyguildcharlotte.org/membership/resource-guide/>
- Lead the Fundraising Committee in accomplishing the responsibilities listed below. Recruit committee members as needed. Create subcommittees and appoint chairs as necessary to accomplish Fundraising’s work.
- Supervise the planning and execution of the Taste of the Tour Party & Auction, obtaining the venue, chefs and sponsors, and handling event management—publicity, invitations, obtaining auction items, managing the auction, etc. Obtain venue for Chairmen’s Circle event and issue invitations. Work with the Office/Marketing/Communications Administrator as needed.
- Supervise the planning and execution of the Heart of the Home Tour, contracting for homes, obtaining sponsors, chefs and caterers and handling event management—publicity, compilation and printing of tour programs, sign-up and training of volunteers. Work with the Office/Marketing/Communications Administrator as needed.
- Supervise the planning and execution of additional fundraisers if needed to meet revenue goals—e.g., Overture Luncheon, Beat Beethoven 5K, Birdie for Beethoven. Conceive and execute new fundraisers as necessary.

- Work with the President and Treasurer to ensure the Fundraising Committee knows its profit targets. Develop P&L for each event and submit to President, Treasurer and Board for review before embarking upon event.
- Submit a budget to the Treasurer for the following fiscal year, to include an estimate of revenue and expenses for functions and events falling under Fundraising.
- Serve on and attend monthly meetings of The Guild's Board of Directors.
- Attend General Membership meetings.
- Attend, support and promote Guild functions.
- Complete an end-of-year report for the Fundraising area; form found in the Resource Guide at symphonyguildcharlotte.org.
- Meet with the incoming Vice President/Fundraising at the beginning of the new fiscal year to ensure a smooth transition.
- These represent the principal responsibilities of the position. However, there may be other duties that will be required from time to time.

QUALIFICATIONS AND SKILLS: The ability to lead a group with a focus on both short-term and long-term goals. The ability to delegate and manage subcommittees to achieve results. Enthusiasm for The Guild's mission and the ability to motivate committee members and volunteers in support of that mission.

TRAINING, SUPPORT AND RESOURCES: Current and past presidents; past vice presidents/Fundraising; The Guild's administrative documents found at symphonyguildcharlotte.org/membership/resource-guide; League of American Orchestras, Southeastern Orchestra Volunteer Association, Association of Major Symphony Orchestra Volunteers conferences and website resources.