

The Raleigh Ringers is an internationally acclaimed, advanced community handbell ensemble based in Raleigh, North Carolina. Since its founding in 1990, The Raleigh Ringers has been dazzling concert audiences with unique interpretations of sacred, secular, and popular music, including famous rock 'n' roll tunes arranged just for handbells. The organization is seeking a new business manager to oversee our business operations. They will assume responsibility for day-to-day operations for the organization including a principal role in tour management; publicity and marketing; grant management and fundraising; and artistic advocacy. The business manager will also supervise a part-time administrative assistant and coordinate with our contract bookkeeper.

Job responsibilities include, but are not limited to:

**Operational Responsibilities:**

- Assume responsibility for overall operational and administrative functions, working with appropriate board members as needed. These include completing legal filings, insurance renewals, utility and other service contracts, lease negotiations, and all other basic functions related to running a nonprofit arts organization.
- Work closely with the president and board treasurer on the management of our \$300,000+ annual operating budget including responsibility for some bookkeeping, and assurance of integrity all financial matters.
- Oversee purchase and maintenance of all organization assets (building, trucks, etc.).
- Maintain a comprehensive calendar for business operations of the organization.

**Tour Management Responsibilities:**

- Work closely with the music director on all aspects of The Raleigh Ringers' 7-10 tours per year (20-25 concerts). Responsibilities include contract management, logistics management (travel planning, hotels, etc.), insurance procurement, and organization communications.
- Responsibilities also include management of ticketing for our local summer and holiday concerts.

**Publicity and Marketing Responsibilities:**

- Oversee the use of our mailing database as a critical tool for managing programs, communications (newsletters, campaigns, etc.), and constituent relations— working closely with our administrative assistant and fundraising committee.
- Working with the publicity committee, create and implement a social media engagement strategy and calendar to increase public knowledge of and engagement with The Raleigh Ringers.
- Maintain and distribute publicity packages to media outlets and concert hosts.

**Grant Writing, Management and Fundraising Responsibilities:**

- Work closely with the fundraising committee and take a lead role in increasing the funds raised from individuals and corporations. Work with the board to set and meet annual giving targets for a growing donor base. Help develop fundraising strategy, write appeal letters, and ensure that all donor acknowledgements are timely and appropriate.
- Build relationships with our donors that further connect them to our mission and programs, cultivating their engagement and ongoing support.

- Expand fundraising efforts directed to area businesses and arts philanthropists to build stronger connections with these communities.
- Work with the board on foundation fundraising possibilities. Write periodic grant proposals and reports.

**Supervisory Responsibilities:**

- Supervise an administrative assistant who provides support to all programs, manages our mailing database, website sales, handles database integration for program registration and credit card processing, and performs many other duties.
- Coordinate with our bookkeeper to ensure that the organization's financials are up to date and correct.
- Supervise any contract staff whose specialized expertise the organization requires to ensure successful operations. The board of directors is responsible for all hiring decisions.

**Qualifications:**

- The small size of our organization necessitates a business manager who is hands-on, extremely well organized, self-motivated, and able to work autonomously without constant supervision— while also taking direction from our president, music director, and actively engaged board. The most essential skills include:
  - strong teambuilding and relationship-building skills;
  - proven ability to work effectively on multiple projects simultaneously;
  - attention to detail in managing operations and programs;
  - excellent written and oral communications skills;
  - effective time management skills;
  - an ability to fundraise and commitment to meeting budget goals; and
  - strong computer literacy, including proficiency with MS Word and Excel. Familiarity with QuickBooks and donor management software a plus.
- The successful candidate will be passionate about the arts and understands how the arts can benefit society. They will be comfortable with driving operational continuous improvement. Substantial experience in the nonprofit sector is strongly preferred.

**Salary:** Commensurate with experience.

**To Apply:** Please email a cover letter, résumé, and 2-3 references to [hr@rr.org](mailto:hr@rr.org).

**Job Type:** Part-Time (20 hours/week average) year-round, with heavier load typical in the fall. Some evening and/or weekend hours required. Opportunities to travel with the organization.

**Location:** Raleigh, NC. Must be onsite several times a week. Some work can be done remotely.

**Physical Requirements:** Must have a valid driver's license with a clean record. Must be able to perform computer work for extended periods of time. Must be able to lift 50 pounds.

**Recommended Experience:**

- Program and nonprofit management: 4 years.