

NORTH CAROLINA SYMPHONY

Campaign Project Manager

POSITION SUMMARY:

The North Carolina Symphony is undertaking a major fundraising campaign to increase its endowment to \$100M. The Symphony is seeking a skilled project manager who will play a central role in coordinating all aspects of this campaign. Reporting to the Vice President of Philanthropy and working with campaign counsel and volunteer leadership, the Campaign Project Manager ensures that all campaign activities are well-organized, documented, and executed efficiently and effectively. The Campaign Project Manager serves as the coordinator between staff, board members, cabinet leaders, and consultants, ensuring smooth communication and timely progress toward campaign goals.

MAJOR RESPONSIBILITIES:

- Coordinate all activities of the campaign cabinet, staff, volunteers and campaign counsel as they relate to campaign planning and implementation, in coordination with the VP of Philanthropy.
- Schedule and coordinate all campaign meetings, working committees, cultivation events, and related activities.
- Maintain and update a comprehensive campaign calendar of scheduled activities and send weekly reports to key individuals and consultants.
- Serve as the liaison between campaign counsel, campaign leadership, and NCS staff.
- Prepare all campaign materials and correspondence in partnership with the VP of Philanthropy, including files, lists, meeting notifications, agendas, minutes, and follow-up materials.
- Record and transcribe notes of all significant campaign-related communications, including meetings and phone calls with leadership, staff, and consultants.
- Organize and maintain thorough and accurate computer and hard copy filing systems for all campaign activities.
- Conduct prospect research to compile profile information on individuals, corporations, foundations, and other potential donors (training will be provided).
- Develop and collect campaign-related materials such as online research, media coverage, and background documents on prospects.
- Assist in preparing proposals, reports, and presentations for donor meetings and campaign activities.
- Attend key concerts and events, plus perform concert duty and other responsibilities or assignments as required.

QUALIFICATIONS:

- Bachelor's degree or an equivalent combination of education and experience.
- Background in nonprofit management, arts administration, or communications preferred but not required.
- Strong organizational and project management skills with attention to detail and the ability to manage multiple priorities.
- Excellent written and verbal communication skills.
- Excellent attention to detail.
- Self-starter with strong initiative skills.

- Experience in fundraising campaign coordination, executive support, or project management preferred but not required.
- Proficiency with Microsoft Office Suite and familiarity with donor databases or CRM systems.
- Ability to work collaboratively with staff, campaign leaders, and volunteers in a professional and confidential manner.
- Must be able to support and implement the mission, vision, and values of the North Carolina Symphony; knowledge of and interest in orchestral music.
- Ability to travel in North Carolina and work outside traditional office hours when needed.

SALARY RANGE: \$70,000 - \$75,000

OTHER CONSIDERATIONS:

- This is a full-time salaried position based in the Triangle region of North Carolina. The benefits package includes health insurance, long-term disability coverage, life insurance, an employee assistance program and voluntary vision and dental insurance. Enrollees in the North Carolina Symphony's optional 403(b) retirement plan receive an employer match, and our Health Savings Account offering provides a bi-annual employer contribution.
- This is an in-person position based in Raleigh, North Carolina.
- Because driving between worksites and to various locations may be an expectation of the position, the successful candidate must maintain a valid driver's license and have reliable transportation.
- Applicants must be authorized to legally work in the United States.

THE ORGANIZATION

The mission of the North Carolina Symphony is to be North Carolina's State orchestra, an orchestra achieving the highest level of artistic quality and performance standards and embracing its dual legacies of statewide service and music education.

Founded in 1932, the North Carolina Symphony (NCS) is a vital and honored component of North Carolina's cultural life. Led by Grammy Award-winning Music Director Carlos Miguel Prieto, the professional musicians of the orchestra serve the 100 North Carolina counties each year, with more than 300 concerts, education programs, and community engagement offerings reaching adults and schoolchildren—in large and small communities—and in concert halls, auditoriums, gymnasiums, restaurants, clubs, and outdoor settings. NCS is proud to expand its access to audiences around the globe through concerts and educational offerings available through the digital space.

NCS's state headquarters venue is the spectacular Meymandi Concert Hall at the Martin Marietta Center for the Performing Arts in downtown Raleigh. The Symphony's service across the state includes series in Chapel Hill, Wilmington, New Bern, and Moore County, as well as the Summerfest series at its summer home, the outdoor Koka Booth Amphitheatre in Cary. NCS brings some of the world's greatest talents to North Carolina and embraces home-state artists from classical musicians to bluegrass bands, creating live music experiences distinctive to North Carolina. NCS is dedicated to giving voice to new art and has presented more than 50 U.S. or world premieres in its history.

Committed to engaging students of all ages across North Carolina, NCS leads one of the most extensive education programs of any symphony orchestra in the country—serving over 150,000 students each year. In alignment with the curriculum set by the North Carolina Department of Public Instruction, the Symphony provides training and resources for teachers, sends small ensembles into classrooms, and

presents full-orchestra in-person and online Education Concerts that bring the fundamentals of music to life. Music Discovery for preschoolers combines music with storytelling, and at the middle and high school levels, students have opportunities to work directly with NCS artists and perform for NCS audiences.

The North Carolina Symphony is an equal opportunity employer. Employment decisions are based solely on the individual's qualifications, merit, experience, and performance. NCS is proud to be a partner orchestra of the National Alliance for Audition Support.

THE AREA

The Symphony's home base of Raleigh is the state's capital, located in the Piedmont (central) region of North Carolina. Raleigh is the largest city in a 3,500 square mile Metropolitan area known as the Triangle (Raleigh / Durham / Chapel Hill) and is among the fastest-growing cities in the US. Raleigh is located approximately 140 miles from the Appalachian highlands and 130 miles from the Atlantic Coast, making the ease of a day trip to the mountains or the beach a unique benefit of living here. Located within the area is Research Triangle Park, home to several corporate and regional headquarters: Fidelity Investments, Duke Health, IBM, Red Hat, SAS, GlaxoSmithKline, and Cisco all have large presences, to name a few.

The home of many creative and well-educated citizens, Raleigh has been lauded as a "Best City for Business and Careers" by *Fortune* magazine and a "Best Place to Live in America" by *Money* magazine. It provides its people and businesses with a world-class combination of economic vitality, low unemployment, tremendous educational opportunity, environmental quality, and exceptional quality of life. The park system offers a vast network of recreational greenway trails that connect neighborhoods, and the housing market continues to be strong compared to national averages.

Thirteen institutions of higher education provide affordable and premium educational opportunities for adult and extension classes, and for a well-educated citizenry of students, graduates, and faculty. The Triangle is also an area of tremendous resources where cultural and performing arts organizations thrive. Other major institutions include the North Carolina Museum of Art, North Carolina Museum of History, Carolina Ballet, North Carolina Opera, American Dance Festival, Ackland Art Museum, Nasher Art Museum, Marbles Kids Museum, North Carolina Museum of Natural Sciences, Morehead Planetarium, and Carolina Performing Arts at UNC-Chapel Hill. There are film, music, dance and craft festivals, local theater groups, and touring Broadway shows.

The Triangle is also a vital sports center. It is host to the NHL's Stanley Cup-winning Carolina Hurricanes, minor league baseball's Durham Bulls, and the sports programs of ACC members Duke University, University of North Carolina at Chapel Hill, and North Carolina State University.

APPLY HERE

The North Carolina Symphony has engaged Capital Development Services (CapDev) to conduct the search for this position. Candidates are required to submit a cover letter and resume. All application materials will be kept confidential in accordance with EEO guidelines. Applications will be accepted until the position is filled. Additional inquiries may be directed to search@capdev.com