



PROJECT MANAGER, VOLUNTEER COUNCIL

Development Division

JOB SUMMARY

Reporting to the Director of Special Events and Volunteer Services, the Project Manager will have responsibility for managing major fundraising events and volunteer projects as assigned, as well as working with volunteers to achieve project objectives. The Project Manager will specifically:

- Work closely with appointed chairmen of major events who are either appointed by the President of the Board of Governors, the Chairman of the Volunteer Council, or one of the San Francisco Symphony leagues. Able to assist in selection process.
- Develop project budgets, negotiate contracts with vendors, and meet financial objectives of projects as agreed with project chairmen and Director. Maintain budgets throughout project, running Tessitura reports and tracking sales.
- Develop schedules for projects and coordinate volunteer activity necessary to complete tasks in a timely manner.
- Work closely with other members of the Development Division to coordinate fundraising with corporate supporters.
- Act as staff liaison to Volunteer Council Leagues as assigned by the Director of Special Events and Volunteer Services, providing guidance and support in their fundraising activities, leadership development and membership efforts. Troubleshoot as needed.
- Assist other Project Managers, Director and Coordinator as needed on their events. Work as a team with co-workers on department events, functions and office maintenance.

- Work closely with Information Technology, Ticket Services, Operations, Publications, Communications, Marketing and Sales, Accounting, and staff members for successful project management and information distribution.
- Nurture and provide direction, assistance and advice to volunteers involved in projects as needed, and anticipate problems and develop solutions.

JOB QUALIFICATIONS

The ability to work well with the public and volunteers and to maintain poise under pressure is absolutely essential. Proven track record of successful and profitable event production necessary. Five years of special event planning with volunteers required especially in managing large scale galas and golf fundraising events. Superior organizational, writing and communication skills needed with attention to detail and strong follow through. Experience with budget preparation and financial statements; computer knowledge (Microsoft Word, Excel, some database management). Must have the ability to prioritize and balance a heavy workload. Bachelor's degree or equivalent preferred.

APPLICATION INSTRUCTIONS

Please send a resume and a personalized cover letter explaining why this job is a perfect fit for you. Please include "Job Code: PMVC" in your submission.

E-Mail (Preferred): jobs@sfsymphony.org

Fax: (415) 863-5297

Mailing Address: San Francisco Symphony
Human Resources Department
Davies Symphony Hall
San Francisco, CA 94102
Job Code: PMVC

NO PHONE CALLS PLEASE

For more details, please visit our web site at www.sfsymphony.org/

The San Francisco Symphony, under Music Director Michael Tilson Thomas, is one of the country's leading orchestras. Founded in 1911, the Symphony performs over 220 concerts each year for an audience of over 600,000. Symphony concerts are broadcast around the world on more than 215 radio stations. The Symphony has its own recording label, SFS Media, and its recordings have won some of the world's highest honors. Its multimedia initiative, Keeping Score, is reaching millions of people with television and radio broadcasts, DVDs, and an interactive Web site. The Orchestra tours extensively throughout Europe, Asia, and the United States, and its outstanding artistic reputation enables it to attract the world's finest guest artists and conductors to Davies Symphony Hall. Over 70,000 young people are served each year by the Symphony's numerous education programs, including its internationally renowned Youth Orchestra and Adventures in Music (AIM), which reaches every 1st through 5th grader in San Francisco's public schools. The organization is led by President John Goldman and Executive Director Brent Assink.

The San Francisco Symphony's mission is to set the highest possible standard for excellence in musical performance at home and around the world; enrich, serve, and shape cultural life throughout the spectrum of Bay Area communities; and maintain financial stability and gain public recognition as a means of ensuring its ability to fulfill its mission.

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The San Francisco Symphony is an Equal Opportunity Employer.