Position Title: Special Events Manager

Status: Full-Time, Exempt

Reports To: Vice President/Chief Advancement Officer

Position Summary:

This position will work closely within the Development team (and partners with the Marketing, Production and Artistic teams) to successfully strategize and execute the Jacksonville Symphony's signature fundraising event: The Annual Gala and Patron Party, and will also be responsible for coordinating all donor-centric events. This position also provides Development Department support and logistics for all donor parties, receptions, the Donor Lounge and event-related benefits.

Responsibilities:

1) Annual Gala and Patron Party

- Develop event plans, timelines, event logistics, budget, and income projections.
- Oversee contract bidding, volunteer committees, catering staff and logistics.
- Coordinate decoration and entertainment.
- Serve as primary staff contact with the Gala Committee
- Coordinate with the Symphony's Artistic team to develop a musical experience for guests that will include all or a portion of the Jacksonville Symphony and possibly a guest artist.
- Create annual marketing schedule for all activities related to the Gala
- Coordinate creation of Gala invitation, program, and other printed material with marketing team
- Provide on-site event management.
- Facilitate activities of event volunteers, including their duties and meetings.
- Design and maintain a comprehensive solicitations calendar, reporting as necessary and upon request.
- Write and present event sponsorship proposals.
- Fulfill donor recognition and benefits as related to events.
- Manage and create all needed event materials, including but not limited to, mailings, invitations, and in-event collateral.
- Manage and maintain mailing lists for individual and corporate sponsorship.
- Accept and manage feedback, as appropriate, to improve effectiveness and results of events.
- Oversee accuracy of information and data for event pages on the website.

2) Stewardship and Donor Benefit Events

- Coordinate all donor events, including the Annual Platinum Donor Dinner and Donor Dress Rehearsals
- Create and distribute yearly stewardship and donor benefit calendar. Communicate essential details of donor events to all departments.

- Oversee logistics, budget, catering staff, and auxiliary vendors.
- Manage the invitation and RSVP process.
- Write speeches
- Provide on-site event management.
- Serve as primary contact with valet parking service for Conductor's Club.
- Serve as primary contact with Jax Events and Center for the Performing Arts venue management for Donor events

3) Donor Lounge

- Manage Donor Lounge for donor receptions: pre-concert, intermission, and post-concert. Coordinate staffing schedule with Development Team
- Coordinate bar service with Venue Management (Savor)
- Coordinate snack service and set up snacks

4) Valet Management

- Serve as the primary contact with valet parking service for Donor Conductor's Club/Intermission access and for other Donor events.

5) Fiscal Responsibilities

- Maintains and reconciles expense budgets for each benefit event, ensuring careful resource management.
- Reconciles all proceeds from fundraising events to ensure the appropriate designation and disbursement of funds.
- Track and evaluate progress in achieving financial objectives.
- Monitor progress to goals and respond to feedback to improve results.
- Report progress and financial results monthly to the Chief Advancement Officer for integration with the overall departmental financial reporting.

Requirements

- At least five (5) years of experience in event planning; nonprofit experience preferred but not required.
- Bachelor's degree required.

Skills and Attributes

- Exceptional leadership, facilitation, planning, verbal and social skills with an interest in volunteer and member recruitment, building constituency groups and external relations.
- Exceptional written skills with the ability to express information clearly, concisely and with precision.
- Strong sense of style and panache required for high-level donor functions
- Poised under pressure.
- Experience working with volunteer Board leadership.
- Affinity for working in a team environment and facilitating positive two-way communication across departments.
- Past experience working with volunteers
- Ability to implement and support strategies for cultivation, stewardship, and recognition of volunteer and member constituency groups.
- Highly organized with exemplary attention to detail.
- Flexible, works well under pressure and deadlines.
- Ability to manage multiple projects along with a collaborative work style.

- Results-oriented.
- Sense of humor.
- Curious, motivated, and willing to self-learn.
- A strong interest in the arts is required; experience with a symphony is preferred.

The Jacksonville Symphony is an equal opportunity employer and does not discriminate on the basis of age, race, sex, color, religion, national origin, disability, military status, sexual orientation or any other status protected by applicable state or local law.

Salary and Benefits

The Jacksonville Symphony offers a competitive salary. This position is eligible for full benefits including: vacation & sick time; thirteen paid holidays; medical, vision, and dental insurance; life insurance, long-term disability insurance, and participation in a 403(b) retirement plan including an employer match.

To Apply:

Submit a cover letter and resume to: HR@jaxsymphony.org. Applications without a cover letter will not be reviewed.

About the Jacksonville Symphony

The mission of the Jacksonville Symphony is to enrich the human spirit through symphonic music.

For 77 seasons, the Jacksonville Symphony has inspired audiences in Northeast Florida and beyond through exceptional live performances. Under the artistic leadership of Music Director Courtney Lewis, now in his twelfth season, the Symphony has reached new artistic heights through ambitious programming, compelling performances and a commitment to creating world-class orchestral experiences that are accessible to all. The Jacksonville Symphony is recognized as one of the region's premier cultural institutions, presenting outstanding classical, POPS, jazz and special performances that engage, inspire and connect audiences.

Led by President and CEO Steven B. Libman, the Jacksonville Symphony serves more than 180,000 people each season through more than 95 performances at Jacoby Symphony Hall and venues throughout Florida. Founded in 1949, the Symphony has earned a distinguished national reputation for artistic excellence, innovative programming and meaningful community engagement.

The Jacksonville Symphony has performed alongside some of the most dynamic and esteemed artists of the music world, including Renée Fleming, Joshua Bell, Lang Lang, Jean-Yves Thibaudet, Conrad Tao, Alisa Weilerstein and Branford Marsalis. Demonstrating its commitment to shaping the future of orchestral music, the Symphony has also commissioned new works by leading composers such as Carlos Simon, Conrad Tao, Anna Clyne and Courtney Bryan.

Committed to inspiring the next generation of music lovers and musicians, the Symphony reaches more than 71,000 students annually across four Northeast Florida school districts through education and community programs. Its Jacksonville Symphony Youth Orchestras (JSYO) serve more than 250 young musicians through six ability-based ensembles, while free tickets for children under 18 to select Florida Blue Classical Series concerts help ensure that live orchestral music remains accessible to families throughout the region.

The Symphony's community impact extends beyond the concert hall through free Community Concerts and performances by Jacksonville Symphony ensembles in schools, libraries, senior communities and other venues across Northeast Florida.

The Jacksonville Symphony is a proud member of the League of American Orchestras, the Sphinx Organization's National Alliance for Audition Support and the Jacksonville Chamber of Commerce.

10/11/26