

SF SYMPHONY

Board Relations Manager Development Department

Work Status:	Full-Time Regular	Payroll Type:	Exempt
Location of Job:	Davies Symphony Hall San Francisco, CA	Salary	\$89,684
Schedule:	Monday – Friday	Regular Hours	9:00 am – 5:00pm
Reports To:	Chief Philanthropy Officer	Supervisory:	No

JOB SUMMARY

The **Board Relations Manager** will provide ongoing support to the Development Department of the San Francisco Symphony and focus on managing all Board and Life Governor logistics, as they relate to Committee and Board meetings, events, and important communications. This dynamic role interacts directly with Board members and Life Governors.

RESPONSIBILITIES

- Maintain personal and contact information for all Board members and Life Governors
- Track and monitor in Tessitura (SFS CRM) Board member contributions and engagement, including:
 - Financial (annual fund, other) in coordination with the Development Division
 - Board meeting and committee attendance
 - Leadership roles
 - Concert attendance
 - Attendance/participation in Board/donor engagement and events
 - Other contributions
- Build and maintain logs of all previous Board leadership roles and committee membership
- Work with Board President and Committee Chairs to ensure best practices and bylaw compliance

Serve as main point of contact for Board members and the Administration and Orchestra

- Coordinate and deploy newsletters, emails, and other materials to be sent to the Board
- Coordinate Board and Board Committee (Executive, Committee on Governors, Development) meetings:
 - Develop agendas for Board, Executive Committee, and Committee on Governors meetings in collaboration with CEO, Board President, Committee Chairs, and Leadership Team members
 - Schedule, plan, set up, take down in-person meetings; set up and host virtual meetings

Develop agendas for Board, Executive Committee, and Committee on Governors meetings in collaboration with CEO, Board President, Committee Chairs, and Leadership Team members

- Create/compile meeting materials and presentations
- Take minutes
- Develop, coordinate, and implement s Board orientation meetings
- Serve as Site Administrator for Board portal website, Board Effect
- Maintain Board of Governors Handbook
- Perform other duties as requested
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QUALIFICATIONS

- 4-5 years related experience with nonprofit boards required
- Dedicated to and passionate about the arts. Knowledge of orchestra music is a plus
- Superior capability managing details spanning multiple projects simultaneously. Demonstrated grace under pressure and ability to be flexible
- Ability to develop effective working relationships with cross-departmental members of the Symphony organization as well as Board members and Life Governors
- Exceptional communication, organizational, and time-management skills – able to frequently re-prioritize, evolve techniques and solutions as needed in a fast-paced and dynamic environment.
- Creative thinker and problem-solver
- Sense of humor, positive can-do attitude are desirable assets
- Able to work occasional overtime, nights and weekends as needed