



**Job Title: Director of External Relationships**

**Position:** Full-Time, Exempt

**Salary:** \$55,000-\$65,000

**Reports To:** Executive Director

**Oversees:** Patron Services and Ticketing Associate

**Schedule:** Monday – Friday, 8:30 AM – 5:30 PM; concert weekends and evenings may be required

Reporting to the Executive Director, the Director of External Communications is responsible for developing, executing and measuring all external relationships, including public relations, development and marketing. The position will support the SavPhil's strategic objectives, growth initiatives, increase donor and patron engagement, and lead key strategic proactive external communications efforts.

**Primary Responsibilities:**

- Develop and implement a comprehensive external communications program with specific strategies and action plans designed to ensure the SavPhil's external message for both development and marketing is consistent, timely and relevant.
- Manage the Patron Services and Ticketing Associate to gather the data necessary to build and adapt all marketing and development communications.
- Build and execute a donor portfolio and direct all donor stewardship.
- Establish timelines and oversee the timely development of all items related to external communications. Ensure the external communication strategy (PR, Development and Marketing).
- Build and Execute a comprehensive marketing strategy that moves the organizational vision forward.
- Work with staff and board to ensure consistent delivery of messages relating to the SavPhil's mission.
- Develop all print work and coordinate with the mail house/graphic designer (such as program books and brochures and mailers).
- Oversee all graphic design work and production of digital marketing and videography.
- Oversee all website changes and updates.
- Create all social media content to reflect upcoming and relevant events.
- Coordinate all external events/parties and concert preparation
- Work alongside the Executive Director to set the internal and external office culture

To Apply: Send resume, cover letter, and writing sample to Amy Williams at amy@savannahphilharmonic. Please no phone calls.