

Job Description

Job Title: Corporate Sponsorship and Special Events Manager

Date: August 13, 2026

Reports To: Executive Director

Department: Development

Supervises: N/A

Position Overview

The Corporate Sponsorship and Special Events Manager is a member of the development team responsible for the strategic direction of the organization's multi-channel fundraising activities, with a focus on Corporate Sponsorship, Special Events planning and execution, and individual giving stewardship and cultivation efforts. Other responsibilities include participation in annual appeals, endowment and planned giving campaigns, and donor management. They identify, cultivate, solicit, and steward meaningful relationships with corporate and community partners, patrons, donors, and foundations, and maximize engagement and galvanize support that advances the organization's mission. The position collaborates with the Executive Director, the Director of Institutional & Individual Giving, and the Board of Directors to secure Sponsorships and Major Gifts.

Key Roles and Responsibilities

Leadership and Management

- Oversee and direct the implementation of the annual corporate sponsorship and special events plan;
- Oversee strategy and design for corporate sponsorship and special events-related email campaigns with support from the Graphic Designer;
- Work closely and collaboratively with the Executive Director, the Director of Institutional & Individual Giving, and the Development Committee to build and empower the Board of Directors' capability, consistency, and confidence in fundraising.

Fundraising: Corporate Support, Annual Giving, Major Gifts, Sponsorships

- Design and implement a comprehensive strategy for Corporate Sponsorship and participate in all other fundraising campaigns, including creation of solicitation and recognition materials (Annual Appeal, Endowment, Special Projects, etc.);
- Develop and sustain consistent and long-term relationships with donors through stewardship and outreach, delegating to Board or other staff members, when appropriate;
- Prepare thoughtful and timely donor communications;
- Conduct prospect research to identify and assess potential donors, using that to inform effective engagement strategies;
- Use metrics and analytics to evaluate fundraising performance data to inform and guide effective data-driven, donor-centric strategies, reporting progress to the Executive Director and Board of Directors;
- Determine benefit levels in collaboration with the Executive Director and the Director of Institutional & Individual Giving and ensure appropriate gift recognition and receipt of benefits;
- Secure in-kind gifts to support the mission and needs of the organization and associated acquisition logistics;
- Manage process and master tracking system for pledges and sponsorships;
- Collaborate with the Executive Director and the Director of Institutional & Individual Giving to determine annual fundraising goals and work to exceed goals, adjusting forecasts as needed throughout the fiscal year;
- Support the Development Committee and Executive Director as needed.



Development and Philanthropic Communications

- Manage corporate sponsorship and donor communications for high-level, strategic fundraising opportunities;
- Communicate fundraising goals and performance throughout the organization;
- Clearly articulate the organization's mission, initiatives, and goals and priorities in compelling written and verbal communications;

Requirements & Skills

A motivated collaborator, the successful candidate will be resourceful, analytical, receptive to new ideas, embrace new opportunities, and be comfortable with frequent change in a fast-paced environment. A high degree of organization and attention to detail are a must. Given the small size of the year-round staff, this individual will be a "self-starter" who can identify needed tasks and proactively pursue them.

- Bachelor's degree in a related field
- Proven track record of achieving fundraising and engagement goals
- Excellent interpersonal, written, and verbal communication skills
- Strong organizational skills and attention to detail
- Demonstrated ability to work independently while collaborating effectively as a team
- Collaborative leadership style and a commitment to building strong relationships with board members, donors, and community stakeholders
- Uphold the highest standards of ethics, confidentiality, and professionalism
- Proficiency with Microsoft Office Suite (including Teams, OneDrive, and Excel), WordPress, Canva, and Salesforce CRM database
- Ability to perform administrative duties as needed, including filing, copying, scanning, sorting, mailing, etc.
- Love of classical music and working knowledge of the performing arts preferred
- Non-profit experience preferred
- Valid state-issued Driver's License
- Available to work weekends and evenings; willingness to commute daily to Newport, RI

Location & Time Commitment

- Position is based at the Newport Classical offices in Newport, Rhode Island
- Full-time, Monday – Friday
- Evening and weekend work is required to support concert events. Must be available for all annual Chamber Series concerts (Select Friday evenings Sep - Jun), Community Concerts (One Sunday afternoon, six times per year), and Music Festival concerts held every day for 3 weeks in July

Compensation will be commensurate with experience and qualifications. The comprehensive benefits package includes health, dental, vision, group life insurance, and a 401(k) plan. Newport Classical observes fourteen paid holidays each year and offers Paid Time Off. Newport Classical is an Equal Opportunity Employer. All qualified candidates are strongly encouraged to apply.

To apply, please submit a cover letter and resume to HR@newportclassical.org.