



Director of Development & Sponsor Events

Organizational Overview

The Richmond Forum is America's largest nonprofit speaker series and a deeply cherished Richmond institution. Our mission is to present powerful voices so Richmond can learn and to empower local voices so Richmond can lead. We believe that by elevating public discourse throughout the Richmond region, we can make our community a better place for all its residents and a model for the nation.

More than 250 distinguished individuals have participated in The Forum since its inception in 1987. Past alumni include names like Obama, Bush, Clinton, Blair, Thatcher, Gorbachev, Kissinger, Rice, Cheney, Tutu, Fauci, Steinem, Spielberg, and many more. The entire speaker roster is available on our website.

It's a testament to the Richmond community that we have sustained such a beloved and indispensable institution for our community for nearly 40 years. This position is entrusted with maintaining that support. Approximately half of the Forum's resources come from the deep commitment of our sponsorship community, which demonstrates that The Forum is a project of our entire region.

Since 2018, the Richmond Forum Speech and Debate Initiative has fostered competitive speech and debate programs in local public middle and high schools. Our goal is to produce the next generation of Richmond leaders who can speak with power and confidence and can civilly articulate and debate points of view. The dramatic success and growth of our efforts now supports teams in 43 schools and have earned us the selection to host the 2026 National Speech and Debate Tournament in Richmond. This position will work to execute the sponsorship plan to support these programs and the national tournament.

Key Responsibilities

The Director of Development and Sponsor Events roles and responsibilities include:

- Corporate prospect cultivation, solicitation, and relationship management.
- Organizing, planning, and executing corporate patron events for approx. 350 attendees five times per year
- Coordinating speaker logistics and program night itineraries.
- Corporate communications for recognition, events, and promotion.
- Working with Richmond Forum Scholars in conjunction with the Director of Student Programs.
- Soliciting support for the Richmond Forum Speech and Debate Initiative in conjunction with the Director of Student Programs.
- Assisting the Executive Director and Board in forming new – and strengthening current – relationships with all Forum constituencies and prospects for new sources of support.
- Coordinating and attending each Board of Directors meeting and providing reports based on activities during the year.
- Attending Resident Company Association (RCA) meetings each month. The RCA is a group of nonprofit executive directors who meet to discuss common issues and concerns at the Dominion Energy Center and Altria Theater.
- Attending Richmond networking events to build relationships and prospect lists.

Work Environment

The Director of Development and Sponsor Events is a key member of a small, highly effective team that produces the largest nonprofit speaker series in America. While in a small office environment, this position maintains an extensive network, connecting The Forum to the corporate community, and works with many subcontractors to deploy our work.

Requires work on 5 Saturdays a year. The work week primarily occurs in our office in Shockoe Bottom, with flexible arrangements available.

The Director of Development and Sponsor Events reports to the Executive Director and works closely with the Board of Directors.



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Qualifications

- Strong track record in nonprofit fundraising or closely related corporate sales experience.
- Meticulous relationship building, sponsor relations, and stewardship skills.
- Budgeting and financial acumen to manage events budget and make strategic decisions around sponsorship levels.
- Knowledge of legal, regulatory, and ethical standards in nonprofit fundraising, including donor confidentiality and tax laws.
- Proven ability to maintain accurate and detailed records of donor interactions, contributions, and stewardship activities, ensuring compliance with organizational policies and audit requirements.
- Experience producing large-scale events.
- Motivation to achieve sales-based sponsorship goals.

Preferred Qualifications

- An established professional network with Richmond businesses and corporations among our existing sponsors and prospective sponsors.
- Advanced degrees or certifications in a relevant field that demonstrates a high level of competence in the field.
- Working knowledge of Adobe Creative Suite, most notably InDesign.
- Possessing a creative flair in event production.

Compensation and Benefits

Salary from \$115,000, highly competitive and awarded commensurate with experience. Benefits include employer-paid health insurance and 5% fully-vested match contribution to our 401(K), among others.

Application Process

Provide a cover letter highlighting relevant experience and skills for the role, a resumé, and 3 professional reference contacts (to be contacted in the later rounds of interviews) to: jobs@richmondforum.org.

The first review of applications will begin 12/2/24 with 2-3 rounds of interviews anticipated. The position has a preferred start date of 3/3/25. Application process open until filled.