



JOB DESCRIPTION

Governance Relations Specialist

The Organization

The Detroit Symphony Orchestra is known internationally for trailblazing performances, collaborations with the world's foremost musical artists, and a deep commitment to serving our community. Making its home in historic Orchestra Hall at the Max M. and Marjorie S. Fisher Music Center, the DSO actively pursues its vision to be an inclusive and culturally relevant community where all people can experience their world through music.

The DSO is a complex organization. Operating 365 days per year, we are a performing arts institution, an educational facility, and a community center. We are governed by an independent Board of Directors and employ both union and non-union employees as musicians, stage crew, and administrative staff. Creating a unified culture throughout the institution is an organizational imperative. The DSO offers a unique, fast-paced working environment and an excellent overall compensation package. The Detroit Symphony Orchestra is an Equal Opportunity Employer.

Position Summary

The Governance Relations Specialist fulfills critical communication and project management needs of the DSO. The position supports volunteer leadership (Board of Directors, Trustees, Governing Members, and related committees) and the planning, administration and follow-up of all related meetings and projects. In addition, the Specialist will assist with the solicitation process through the development of supporting materials and communications and the tracking of progress against specific goals.

The Governance Relations Specialist will handle a broad and diverse range of responsibilities and assignments to support the Organization's needs, both internally and externally. To ensure success, this position will embrace attributes of adaptability and flexibility as the specific duties and responsibilities will evolve based on both the skills of the incumbent and the changing circumstances of the organization. The Governance Relations Specialist serves as a critical member of the Advancement team and will support other efforts and events as needed.

Specific Duties and Responsibilities

- Provide administrative support to plenary and committee meetings of the DSO Board of Directors, Board of Trustees, and Governing Members. Prepare agendas, manage logistics, track attendance and record minutes.
- Support the Chair of the Board and Executive Team with communications to the Board of Directors and Board of Trustees.
- Understand and carry out activities in accordance with the bylaws.
- Plan and organize the Annual Meeting.

- Serve as a liaison to the Board of Director and Board of Trustees for ticketing, external events, Tours, etc. as needed.
- Support volunteer and staff solicitors through the coordination of solicitation letters, prospect lists, profile and research materials, and follow-up correspondence and proposals.
- Regularly attend DSO concerts and events, assist with planning, logistics, donor needs, and events as needed.
- Participate in and/or lead cross-departmental projects as required.

Experience

- Bachelor's degree or equivalent experience required.
- Three to five years of experience in development, executive support, or project management role.
- Superior administrative, organizational, and verbal and written communication skills.
- Strong computer skills, including Outlook, Word, Excel, and PowerPoint.
- Familiarity with fundraising databases, particularly Tessitura, the database utilized by the DSO.

Personal Attributes and Competencies

- Self-directed with the ability to manage tasks with a sense of urgency
- Attention to detail and professionalism
- Confidence in dealing with senior-level executives, volunteers, and donors in-person and via phone, email, and mail
- Ability to thrive in a fast-paced environment and work well under pressure
- Action-oriented and decisive with the ability to accurately analyze information and act accordingly
- Team player who enjoys working in a collaborative environment
- Able to provide superior customer service internally and externally
- Ability to act with integrity, diplomacy and tact and maintain confidentiality

***The essential duties for this position require in-person interaction with staff, musicians and/or guest artists. Therefore, in alignment with the DSO's COVID-19 safety policy, full vaccination for COVID-19 is required for employee's working in this position.**

Reporting

This position reports to the VP and Chief Development Officer