

**Rialto Theatre Foundation**  
**Business Partnership Manager**  
Full-time FTE



### **Responsibilities**

The Rialto Theatre Foundation is seeking a motivated and creative Business Partnership Manager. The person in this position reports to the Development Director and is responsible for procuring and managing business partnerships that bring in revenue to support the mission and operations of the Rialto Theatre Foundation. These partnerships include but are not limited to monthly underwriters, concert & event sponsors, trade or discount partners, and vendors.

The Rialto Theatre Foundation is a 501(c)(3) non-profit organization dedicated to the stewardship and preservation of the historic Rialto Theatre, a unique entertainment venue and cornerstone of downtown Tucson, offering a broad range of high-quality performing arts that are reflective of the diverse and vibrant community it serves. Built in 1920, the Rialto Theatre has stood for nearly a century, bringing people to downtown Tucson to experience the best in live entertainment.

### **Duties**

- Procure new business partnership opportunities including following leads, building relationships, creating custom sponsorship and underwriting packages, and closing business partnership deals
- Handle current business partnerships including fulfilling benefits for regular sponsors and monthly underwriters and renewing business partnership contracts
- Manage the billing and collection for business partnerships including hard monies and in-kind and trade collateral
- Help procure and manage sponsorship partners and revenue for our annual fundraising gala
- Manage our business discount partnership program, wherein which local business partners offer discounts to Rialto members in exchange for listing in Rialto materials
- Help manage partnerships with organizational affiliations including Local First Arizona, Visit Tucson, Southern AZ Attractions Alliance
- Help manage vendor relationships as they relate to business partnerships
- Help support the membership program as needed

### **Desired Skills**

- College degree OR 5 years in sales position
- Ability to follow leads and close sales
- Ability to build and maintain business relationships
- Ability to work independently and as part of a team
- Experience handling billing and invoicing
- Experience with CRM databases
- Experience with Microsoft Office Suite
- Ability to work some nights and weekends
- High level of organizational skills
- Sense of humor
- Knowledge of non-profit structure and environment a plus

### **Compensation**

Salary \$32,000 - \$40,000 annually  
10 days vacation, 5 sick days offered  
Healthcare benefits package offered

Resumes with a short message of interest can be emailed to Julie Ragland at [julie@rialtotheatre.com](mailto:julie@rialtotheatre.com)