

## **POSITION ANNOUNCEMENT: MANAGER OF GRANTS AND CORPORATE GIVING, SEPTEMBER 2021**

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### **SUMMARY**

The Madison Symphony Orchestra seeks a highly-motivated Manager of Grants and Corporate Giving. This person is an integral member of a small development team, led by the Director of Development, that raises \$1.7 million of the MSO's \$5 million budget. This full-time position manages all aspects of the proposal writing and reporting process for foundation, government, and corporate funders, and plays a key role in developing and implementing donor cultivation and stewardship activities for approximately 80 institutional funders.

### **PRINCIPAL RESPONSIBILITIES**

#### **GRANT WRITING AND REPORTING: 60% of time**

- Write compelling grant proposals and fulfill all reporting requirements for current and prospective foundation, government, and corporate funders. The Symphony's award-winning Education and Community Engagement Programs are the primary focus of most grant proposals.
- Configure project budgets and evaluation data per funder requirements.

#### **DONOR CULTIVATION AND STEWARDSHIP: 30% of time**

- Ensure that all institutional funder benefits, including recognition in Symphony marketing and publicity, are fulfilled. Produce institutional donor recognition list for concert program books.
- Attend all donor appreciation receptions associated with the Symphony concert season. Greet and visit with guests, including concert sponsors, individual and corporate donors, musicians, and board members. Evening and weekend work is required.
- Create and track sponsor agreement forms for institutional concert sponsors.
- Write acknowledgement letters for institutional gifts received.
- Compile post-concert thank you packets for institutional concert sponsors.
- Coordinate and attend Education and Community Engagement Program site visits with current and prospective institutional funders.
- Conduct research to identify new sources of institutional funding.

#### **RECORD-KEEPING: 10% of time**

- Maintain an accurate calendar of proposal, reporting and relationship management deadlines. Utilize Raiser's Edge database to track proposals and actions.
- Maintain corporate, foundation and government constituent records in Raiser's Edge database.
- Record institutional gifts in Raiser's Edge database. Reconcile monthly deposit records with finance.
- Record minutes of monthly development committee meetings.

#### **OTHER**

- Develop a thorough understanding of the activities and impact of the MSO's programs, both artistic and educational, through first-hand observations of the programs and regular communication with cross-departmental colleagues.
- Maintain regular in-office hours, with additional evening and weekend hours as required.
- Perform other duties as assigned by the Director of Development or Executive Director.

## QUALIFICATIONS

- Bachelor's degree
- Minimum two years of relevant experience, preferably with grant writing
- High level of proficiency with Windows 10 and Microsoft Office programs
- Experience with donor databases, specifically Raiser's Edge, a plus
- Ability to work at Symphony concerts and events on evenings and weekends

## KNOWLEDGE AND SKILLS

- Superior command of the English language, both written and verbal
- Excellent time management and organizational skills; strong attention to detail
- Ability to work independently and manage multiple ongoing projects
- Team-player; ability and willingness to work quickly and flexibly within a small team
- Ability to meet strict deadlines under pressure
- Pleasant and professional demeanor
- Belief in the importance and value of the arts; passion for classical music highly desired
- Knowledge of the institutional funding landscape in south-central Wisconsin a plus

## BENEFITS

Health insurance

Option to participate in 401(K) Retirement Plan

Paid holidays, vacation and sick time

Free 24/7 parking in downtown Madison

Free admission to all Madison Symphony Orchestra concerts

Salary range \$42,000 - \$46,000, commensurate with experience

## TO APPLY

E-mail cover letter, resume, 3 references and 2 writing samples to [coelkers@madisonsymphony.org](mailto:coelkers@madisonsymphony.org) or mail to:

Casey Oelkers, Director of Development

Madison Symphony Orchestra

222 W. Washington Ave. Ste. 460

Madison, WI 53703

**For best consideration, apply by September 24. Applications will be accepted until the position is filled.**

The Madison Symphony Orchestra believes that diversity is a source of strength, creativity, and innovation. We value the contributions of each person and respect the profound ways their identity, culture, background, experience, status, abilities, and opinion enrich our organization. We are committed to increasing our efforts to diversify our administrative and board leadership, orchestral music and performers. Madison Symphony Orchestra Inc. is an Equal Opportunity Employer.