

## POSITION DESCRIPTION

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**POSITION TITLE:** Manager of Grants and Institutional Giving

**REPORTS TO:** Director of Development

### SUMMARY

The Madison Symphony Orchestra seeks a highly-motivated Manager of Grants and Institutional Giving. This person is an integral member of a small development team that raises \$1.5 million of the MSO's \$5 million budget. This full-time position manages all aspects of the grant proposal writing and reporting process for corporate, foundation and government 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: 70% of time

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

#### DONOR CULTIVATION AND STEWARDSHIP: 25% of time

- Ensure that all institutional funder benefits, including recognition in Symphony marketing and publicity, are fulfilled.
- Attend all donor appreciation receptions associated with the Symphony concert season. Greet and visit with guests, including concert sponsors, other donors, musicians and board members.
- Create and track sponsor agreement forms for institutional concert sponsors.
- Write acknowledgement letters for institutional gifts received.
- Prepare 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: 5% of time

- Maintain an accurate calendar of proposal, reporting and relationship management deadlines.
- 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.
- Perform other duties as assigned by the Director of Development or Executive Director.

## QUALIFICATIONS

- Bachelor's degree
- Minimum two years of relevant experience
- Proficient in Microsoft Office programs and donor databases (experience with Raiser's Edge a plus)
- Ability to attend MSO concerts and events on evenings and weekends as required

## KNOWLEDGE AND SKILLS

- Demonstrated excellent written and verbal communications skills (writing samples required)
- Excellent time management and organizational skills, strong attention to detail, ability to manage multiple ongoing projects
- Ability to meet strict deadlines
- Professional demeanor, ability to work quickly and flexibly within a small team
- Belief in the importance 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  
Free 24/7 parking in downtown Madison  
Paid holidays, vacation and sick time  
Salary commensurate with experience  
Free admission to all Madison Symphony Orchestra concerts

## 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.  
Madison, WI 53703

**Applications accepted until position is filled. For best consideration, apply by September 15, 2019.**