

HOUSTON SYMP#ONY

Job Title: Manager of Corporate Relations
Department: Development
Reports to: Director of Institutional Giving
Status: Full-time, Exempt
Salary Range: \$65,000 - \$70,000 annually

Please click the link below to apply:

<https://www.paycomonline.net/v4/ats/web.php/jobs/ViewJobDetails?job=283093&clientkey=5DF197CB483F38559B6F80A2C5C8B953>

Summary:

The Manager of Corporate Relations is responsible for identifying, cultivating, and soliciting prospective corporate partners, as well as maintaining and deepening relationships with current corporate donors to support the growth of the Houston Symphony.

Essential Job Functions:

- Serve as a key liaison and relationship manager for corporate entities that have the potential to provide financial and in-kind support for community engagement initiatives
- Manage a portfolio of corporate donors to support the fundraising goals of the Institutional Giving department.
- With Director of Institutional Giving, assists in the development of a strategic plan for maintaining and building corporate relationships, including annual plan for acquisition, renewal, and increased funding
- Prepare letters of inquiry, proposals, reports, and other relevant communications as needed for corporate donors
- Coordinate corporate recognition benefits with appropriate Development colleagues and the Marketing/Communications department
- Coordinate recognition approval process with corporate partners
- Identify new corporate prospects and conduct preliminary research on potential new donors
- Attend concerts and donor events as needed
- Perform additional duties as assigned.

Qualifications:

- Bachelor's degree
- Minimum of two years fundraising experience
- Ability to work in a fast-paced environment with changing priorities
- Great attention to detail and ability to handle multiple projects while maintaining an outstanding standard of quality and accuracy in completion of job functions

- Strong interpersonal skills, diplomacy and tact in interacting with a diverse group of individuals
- Excellent written, verbal and organizational skills
- Excellent computer skills
- Ability to work some nights and weekends
- Interest in and knowledge of classical music is a plus