

HOUSTON SYMPHONY

Job Title: Manager of Foundation Relations
Department: Development
Reports to: Director of Institutional Giving
Classification: Regular, full-time, exempt
Liaises with: Board members and other Development volunteers, Development Solicitation Teams
Status: Full-time, Exempt
Salary: \$60,000.00 - \$65,000.00 annually

Please click the link below to apply:

<https://www.paycomonline.net/v4/ats/web.php/jobs/ViewJobDetails?job=283099&clientkey=5DF197CB483F38559B6F80A2C5C8B953>

Summary

The Manager of Foundation Relations is the development professional responsible for maximizing revenue from foundations and government entities for the Houston Symphony in order to realize the mission and objectives of the Symphony. With the Chief Development Officer and Director of Institutional Giving, the Manager of Foundation Relations has primary responsibility for the development and execution of the overall strategy and plan for the foundation and government giving Development efforts. Included in this strategy is a plan/program for prospect identification, cultivation, solicitation and stewardship for every potential source of contributed revenue from foundation and government partners. The Manager of Foundation Relations is also responsible for managing a portfolio of foundation contributors and managing a group of volunteer partners to assist in prospect cultivation, solicitation and stewardship. The Manager is fiscally responsible for the achievement of the foundation and government giving revenue goals and the control of related expenses.

Job Responsibilities:

- Responsible for the achievement of approved revenue goals for foundation and government partners and the management and control of related expenses.
- Prospect and solicit general operating, project, in-kind, and capital support.
- Develop campaign analysis and income worksheets, generate reports and forecasts, and implement new strategies, including annual plan.
- Interact with and involve Executive Director/CEO, Chief Development Officer, Director of Institutional Giving, and Board of Trustees in solicitation, cultivation and stewardship process.
- Identify, track, and leverage Board linkages to institutional prospects and donors.
- Provide strategic direction and creative solutions to fundraising and donor stewardship.
- Initiate and arrange an established goal of face-to-face contacts and solicitations.

- Ensure that all donor benefit programs are properly coordinated, including pre-concert receptions, and recognition efforts, including print.
- Develop, implement, and coordinate fundraising strategies specific to the renewal and acquisition of foundation and government donors.
- Write and prepare foundation and government proposals, stewardship reports and correspondence for all Houston Symphony activities, including, but not limited to: operations, endowment, campaign support, and education program funding.
- Working with the appropriate departments within the Houston Symphony, draft descriptions of company endeavors, including core programming, education and community engagement activities, the Houston Symphony Endowment, fundraising campaigns, etc., for use in proposals, letters and reports.
- Facilitate and attend cultivation and stewardship activities for foundation and government donors.
- Direct the tracking, invoicing, acknowledgment and benefits administration for all foundation and government donor gifts.
- Review drafts of institutional proposals, reports and correspondence for accuracy, clarity and strategy.
- Coordinate foundation and government fundraising activities with other members of the Houston Symphony development staff as appropriate.
- As requested, provide meeting plans and/or attend donor meetings with the Chief Development Officer, Director of Institutional Giving, and on occasion, the Executive Director/CEO.
- Perform other duties as assigned.

Qualifications:

- Bachelor's degree
- Excellent writing and editing skills, as well as exceptional organizational skills required
- Interest in and ability to identify new donors and interact with community leaders
- Excellent, persuasive communication and writing skills.
- Must be flexible in hours to work evenings and weekends
- Arts background preferred

Required professional skills and abilities:

- The ideal individual will possess a high level of institutional giving program knowledge, skill and experience, a collaborative and team spirit, and excellent written and verbal communications skills.
- A minimum of 3 years development experience with a successful record of accomplishment.
- An imaginative, highly self-motivated manager who can work both as part of a high-functioning team and in a self-directed manner.