

JOB TITLE: Corporate and Foundation Relations Manager

REPORTS TO: Director of Development

POSITION SUMMARY: The corporate and foundation relations manager is responsible for the creation and management of a well-coordinated, strategic development plan to cultivate and solicit support from foundations, corporations and government sources. This position works to establish long-term partnerships, strengthen existing relationships and initiate new contacts. The desired candidate will provide the expertise to advance the Alabama Symphony Orchestra's (ASO) interests by researching and identifying sources of support, proactively seeking opportunities to generate new proposals based on corporate guidelines and interests, and by maintaining strong communication ties with corporate and foundation donors and prospects.

DUTIES AND RESPONSIBILITIES:

- Management of corporate, foundation, and government fundraising campaigns
- Prepare and coordinate proposals, budget and financial documentation and reports to outside agencies
- Government liaison, contract management and reporting
- Coordinates corporate foundation applications/proposals and sponsorship asks
- Researches new sources of funding among foundations, governmental agencies and corporations
- Works with Development and Marketing staff in preparing direct mail pieces and social media posts
- Works with Development and Marketing staff in preparing monthly e-blasts
- Works with Operations staff in coordinating efforts for fee concerts/run-out services and finding local donors/sponsors
- Maintains positive relationships with ASO contributors
- Works in Raiser's Edge to record asks and ensure proper coding
- Other duties as assigned

MINIMUM REQUIREMENTS:

2 to 4 years of grant writing experience. Excellent written and oral communication; strong interpersonal skills and ability to cultivate constituent relationships; strong administrative and organizational skills; highly developed attention to detail and the ability to manage multiple projects and meet deadlines. Computer literate with working knowledge of fundraising and database administration, mail merges, and tracking data for analysis. Experience using Raiser's Edge a plus.

CONTENT OF CONFIDENTIAL INFORMATION: a high level of confidentiality is required in this position due to the knowledge and processing of gifts and financial information of donors.

SUBMISSION:

Please send cover letter and resume to
Nicole Williams, Director of Development
nwilliams@alabamasymphony.com