



## **INSTITUTIONAL GIVING COORDINATOR**

### **Immediate Opening March 2024**

**REPORTS TO:** Director of Corporate & Institutional Relations

**DEPARTMENT:** Development

**STATUS:** Part-time (20 hours/week)

#### **POSITION**

The Institutional Giving Coordinator assists in securing \$1.5+ million each year and increasing financial support from corporate, foundation and government sources to support the Charlotte Symphony Orchestra's (CSO) mission and programs. Reporting to the Director of Corporate & Institutional Relations, the Corporate & Foundation Giving Coordinator is responsible for researching prospects; writing, editing, managing, and tracking recurring grant proposals, sponsorship solicitations and reports; and coordinating the Symphony's stewardship and recognition of corporate, foundation and government supporters.

This position is a part-time position based in Charlotte, North Carolina. The Institutional Giving Coordinator is expected to be in the office two days a week with the remaining hours to be worked remotely.

#### **RESPONSIBILITIES**

- With the guidance of the Director of Corporate & Institutional Relations, coordinate and implement an effective institutional giving program for the CSO
- Ensure fulfillment of recognition, acknowledgements, and coordinate reports and solicitations for corporate/foundation/government donors and contacts, externally and internally
- Research prospective foundations, corporations, and municipal partners to increase funding for Symphony programs and projects
- Coordinate the tracking systems and electronic files for grants and corporate sponsorships, including proposal and report calendars, and cultivation and stewardship systems and processes
- Develop compelling cases for support, corporate sponsorship proposals, and other written materials that earn and retain financial support for the CSO
- Seek corporate and foundation funding opportunities to expand access to CSO programs

#### **QUALIFICATIONS**

- Bachelor's degree or equivalent work experience
- Knowledge of non-profit fundraising strategies, operations, and procedures
- Excellent verbal and written communication skills
- Strong interpersonal, relationship and customer service skills
- Strong research, analytical, planning, and organizational skills, and superior attention to details
- Ability to track and meet deadlines
- Multitasking, organizational and time management skills
- Ability to handle confidential matters with utmost integrity
- Working knowledge of computers and CRM database systems
- Possess high standards of integrity, credibility, and reliability



- Works well independently and in a team environment
- Knowledge of the performing/musical arts, preferred

#### **TO APPLY**

To be considered, interested candidates should send a resume, cover letter, and writing sample to [employment@charlottesymphony.org](mailto:employment@charlottesymphony.org) with the subject line "Institutional Giving Coordinator." Applications will be accepted by email only. No phone calls, please.

*Charlotte Symphony Orchestra is an equal opportunity employer and does not unlawfully discriminate against employees or applicants for employment on the basis of an individual's race, sex, gender identity, sexual orientation, color, religion, national origin, age, disability, veteran status or genetic information. This policy applies to all terms, conditions and privileges of employment, including recruitment, hiring, placement, compensation, promotion, discipline and termination.*

#### **THE ORGANIZATION**

One of the premiere music organizations in the southeastern United States and the oldest continually operating symphony orchestra in the Carolinas, the Charlotte Symphony Orchestra (CSO) connects with more than 100,000 music lovers each year through its lively season of concerts, broadcasts, community events, and robust educational programs. The CSO has a demonstrated commitment to its mission of uplifting, entertaining, and educating the diverse communities of Charlotte-Mecklenburg and beyond through exceptional music experiences. Celebrating its 90th anniversary in 2022, the CSO's vision is to reach out through the transformative power of live music to be a civic leader, reflecting and uniting its region.

The CSO employs a professional full-time orchestra of 65 musicians and three conductors, supports three youth orchestras, and offers an extensive array of educational and audience engagement programs. The CSO performs in a variety of venues in Charlotte-Mecklenburg and surrounding counties in the Charlotte region, principally at the Blumenthal Performing Arts Center's Belk Theater, the Levine Center for the Arts' Knight Theater, and Symphony Park at SouthPark Mall. Its extensive community engagement activities take the CSO's music to a variety of churches, breweries, community centers, schools, and senior care centers throughout the region.

The CSO 2021-2025 Strategic Plan, completed in May 2021, focuses on seven essential areas of strategic focus: artistic vitality and growth, education, financial health and sustainability, innovation, organizational culture, public relevance, and audience development. Strategies to advance the CSO's commitment to diversity, equity, and inclusion are incorporated within each area. This plan will serve as a road map for the orchestra's future, pointing towards a Charlotte Symphony that is enterprising and resilient.

The CSO is governed by a 30-member Board of Directors chaired by Linda McFarland Farthing. David Fisk was appointed President & CEO in 2020. Beginning in the 2024–25 season, Kwamé Ryan will begin his tenure as the 12th Music Director of the Charlotte Symphony, having served as Music Director Designate through the 2023–24 season.