



Government and Institutional Relations Manager Charlotte Symphony

Position: Government and Institutional Relations Manager
Department: Development
FLSA Grade: Exempt
Reports To: Vice President of Development

Position Summary:

The Government and Institutional Relations Manager is responsible for maintaining relationships with and securing funding from foundations, arts councils, foundations, government entities, and other funders.

Grants

- Conduct the full range of activities required to prepare, submit, and manage grant proposals to foundations, government entities and other well-qualified prospects.
- Perform ongoing research to maintain a pipeline of prospects for foundation, government and corporate grants.
- Maintain an accurate and up-to-date account of grant makers in the development database, tracking prospects, solicitations, follow-up, funding, meeting notes, reporting and research.
- Present regular reports as to the status of prospects and donors.

Portfolio Management

- Actively steward and maintain up-to-date records on an assigned portfolio of donors.
- Collaborate with CEO, VP Development and other development officers who have relationships with foundation donors, including coordination of stewardship plans and timely submission of grants.

Case for Support

- Maintain internal case documentation of the most current and accurate language describing Charlotte Symphony (CSO) and its projects & programs.
- Conduct regular interviews with staff and musicians to maintain a clear and accurate understanding of CSO programs and projects.

- Maintain up-to-date knowledge of new, emerging, and re-imagined programming and projects.

Government Relations

- Maintain an accounting of CSO programs and projects by city council and county commission district.
- Maintain an up-to-date directory of key government officials with which the CSO should develop or enhance relationships.
- Develop and manage a stewardship strategy for government officials, involving the CEO, VP Development and other CSO leadership.

Additional Responsibilities

- Work collaboratively with and in support of other members of the Development team and other Symphony employees as needed to cultivate and solicit donors.
- Interact with development staff, high level donors and prospects and staff and musicians of the CSO.
- Attend concerts and donor events as needed.

Requirements:

- Two years' experience in research and grant writing in non-profit fundraising
- Bachelor's Degree desired
- Broad knowledge of the principles of fundraising
- Fundraising database skills in data input and retrieval
- Experience working in deadline-driven environments
- Ability to work well in a team environment and handle multiple assignments
- Excellent oral, written and interpersonal skills
- Strong organizational, problem solving, research and analytical skills
- Self-starting, sophisticated, creative, and have strong attention to detail
- Music / arts background and deep knowledge of the Charlotte community a plus

How to apply:

Interested candidates should send a resume and cover letter to employment@charlottesymphony.org.

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