



*Join the FWSO as Institutional Giving Manager and help provide outstanding musical performances and programs for our community.*

### **About the Fort Worth Symphony Orchestra:**

The Fort Worth Symphony Orchestra (FWSO) stands as one of Texas's leading cultural institutions and one of the most artistically vibrant regional orchestras in the United States. Since its nonprofit founding in 1912, the Orchestra has been a cornerstone of Fort Worth's cultural identity and a vital force within the city's thriving arts community, reaching over 100,000 audience members with a 46-week concert season, a core orchestra of 72 unionized musicians, and an annual operating budget of \$16 million.

### **Institutional Giving Manager Job Summary:**

Reporting to the Vice President of Development, the Institutional Giving Manager is responsible for a \$2.5M portfolio of government, foundation, and corporate funding. The manager will carefully track grant and sponsorship deadlines; research, write, and submit funding requests and other deliverables; and work collaboratively with team members and other departments to obtain or create supplemental materials, including: case statements, budgets and financial documents, program numbers, letters of support, organization summaries, leadership resumes, and media content to satisfy the needs of the grant proposals and sponsorship requests. This role will carefully steward relationships of existing institutional funders while acquiring new funders to help the FWSO achieve its ambitious fundraising goals.

### **Key Responsibilities:**

- Lead proposal development and submissions:
  - Research new funding and business development opportunities on a local, state, and federal level.
  - Maintain and build relationships with funders and other strategic partners at the local, state, and federal level.
  - Draft proposals, sponsorships, LOI's, narratives, and reports in accordance with funding guidelines and deadlines.
  - Collaborate to finalize applications with the Development team, Finance team, and President & CEO as necessary.

- Submit applications via paper or online portals, and maintain a list of grant and sponsor passwords.
- Develop and maintain an updated set of case statements for FWSO programs to ensure the most up-to-date information is being submitted to each funder.
- Maintain master calendar of grants, a prospect pipeline, and all associated files and correspondence.
- Oversee and grow the corporate giving program, including weekly prospect research, cultivation meetings, increased solicitation, and timely benefit fulfillment.
- Assist the Donor Events Manager in researching and soliciting corporate, foundation, and in-kind gifts for the annual gala.
- Provide exceptional stewardship to all institutional funders to retain and grow giving year over year.
- Maintain a library of grant support documents, including resumes, bios, IRS forms, etc.
- Maintain grant compliance and reporting, including outcome measurement and grant budgets
- Research statistics, trends, and data for grant proposals and community advocacy.
- Support the Development team during concerts and special events. All Development team members take an active role in attending performances and stewarding donors.
- Track and maintain institutional funder data in Tessitura, the FWSO's CRM.
- Other duties as assigned.

#### **Required Skills/Abilities:**

- Strong understanding of moves management and institutional funding strategies.
- Passionate about performing arts and can clearly communicate the FWSO's mission and priorities.
- Success in securing five and six-figure institutional gifts.
- Outstanding written and verbal communication skills, organizational skills, and technological savvy.
- Ability to nurture and grow institutional funding relationships through excellent prospect research and stewardship.
- Can effectively manage multiple priorities, while meeting deadlines and maintaining high-quality standards.
- A team player who anticipates needs, contributes creative ideas, and proposes solutions.

- Flexible approach and demeanor to align with shifting demands in a fast-paced environment.
- Must be able to work with confidential information.

#### **Education and Experience:**

- Bachelor's degree
- 3-5 years' work experience with nonprofit administration, grant writing, or fundraising, or equivalent education and experience.
- Experience with Tessitura, the FWSO CRM, a plus.
- Event experience a plus.

#### **Physical Requirements:**

Sedentary work that primarily involves being stationary up to 75% of the time.

#### **Salary and Expected Work Hours:**

This is a full-time position with a competitive salary commensurate with experience. The role is expected to work a minimum of 40 hours per week. Some evening and weekend work is expected of Development staff during the performance season.

#### **Equal Employment Opportunity Statement:**

The Fort Worth Symphony Orchestra is committed to performing great symphonic music at the highest level of artistic excellence to educate, entertain, and enhance cultural life. In service of that mission and to create an incredible place to work, the FWSO prohibits discrimination and harassment of any type and affords equal employment opportunities to employees and applicants without regard to race, color, national origin, gender, gender identity, sexual orientation, age, religion, disability, genetics, protected veteran status or any other characteristic protected by federal, state, or local laws.