



Title	Institutional Giving & Partnerships Manager (Full-Time - Exempt)
Reports to	Executive Director
Department	Administration
Work Location	4401 Trail Lake Dr., Fort Worth, TX 76109 (Hybrid)
Hours	Negotiable core office hours with 2 days a week WFH and occasional nights/weekends for event duty.
Compensation	\$65,000-\$71,000
Supervisory duties	None

Requirements

- Undergraduate degree
 - Masters preferred
 - Preferred major: Communications or management
- Driver's license and reliable transportation
- Must be 18 years of age or older
- Must pass a background check
- Must be able to lift 25 lbs

Job Overview

This position is an essential member of the development team and will be responsible for managing and growing FWYO's institutional giving program, including foundation grants, government grants, corporate sponsorships, advertising partnerships, and related stewardship. The Institutional Giving & Partnerships Manager plays an active role in prospect research, proposal development, funder cultivation, grant compliance, sponsorship fulfillment, and institutional donor recognition.

This position is responsible for managing an institutional giving portfolio, including foundation and government grants, corporate sponsorships, advertising revenue, and related institutional support. The role will work closely with the Executive Director and development team to identify prospects, prepare funding requests, steward institutional relationships, and meet annual contributed revenue goals.

This position will also coordinate FWYO's 4-6 annual concert programs and annual report, which are simple event programs that include performance information, student and ensemble details, sponsor recognition, advertisements, donor acknowledgments, and other organizational content. The role will collect and organize program materials, coordinate advertising

placements, confirm concert information with artistic staff, and work with a graphic designer to ensure programs are accurate and ready for print.

All staff are expected to work occasional nights and weekends for event support.

Full time FWYO staff have low cost medical, dental, vision, and life insurance with the option to contribute to an FSA from day 1 of employment. Retirement benefits with a match are expected to begin for the beginning of the 2026-2027 season.

Essential Duties

- Manage the full lifecycle of grants, including prospect research, application preparation, submission, stewardship, compliance, and reporting.
- Identify and research new institutional funding prospects, including foundations, government agencies, civic organizations, corporate foundations, sponsors, and advertisers.
- Prepare letters of inquiry, grant proposals, sponsorship proposals, reports, acknowledgments, and related funder communications.
- Maintain and cultivate relationships with foundation, government, corporate, and institutional funders.
- Track grant deadlines, reporting requirements, award restrictions, recognition requirements, and renewal timelines.
- Coordinate with the Executive Director, artistic/program staff, and business/accounting support to gather budgets, narratives, outcomes, demographics, financial documents, and other materials needed for applications and reports.
- Develop and manage a pipeline of corporate sponsors and advertising partners in coordination with the Executive Director and development team.
- Coordinate sponsorship benefits, including concert sponsorships, program advertising, event recognition, pre-concert screen recognition, digital recognition, and other partner deliverables.
- Collect partner logos, advertisements, recognition language, and other assets to ensure proper recognition across programs, events, publications, and digital platforms.
- Coordinate FWYO's 4-6 annual concert programs, including program information, advertisements, sponsor recognition, donor listings, student and ensemble details, and other content.
- Work with artistic staff to verify concert program information, including repertoire, ensemble names, conductor listings, soloist information, faculty information, student rosters, and acknowledgments.
- Work with a graphic designer to organize content, provide ad files and recognition materials, review proofs, track edits, and ensure programs are completed on schedule.

- Assist with gift booking, pledge tracking, funder documentation, and development database updates related to institutional giving.
- Coordinate stewardship for institutional funders, including reports, recognition materials, site visits, invitations, and follow-up correspondence.
- Support development events, donor engagement activities, sponsor recognition, and institutional partner cultivation.
- Oversee contract grant writers or outside development consultants if additional capacity is required.
- Maintain organized institutional giving records and adhere to FWYO brand standards.
- Other duties as assigned.

Knowledge, Skills & Abilities

- Grant writing, institutional fundraising, sponsorship, advertising, project coordination, or nonprofit development experience.
- Demonstrated ability to help meet contributed revenue goals through grants, sponsorships, advertising, institutional giving, or related fundraising activity.
- Excellent writing, editing, and proofreading skills.
- Strong organizational skills with the ability to manage multiple deadlines, applications, reports, advertisements, program materials, and partner deliverables.
- Experience using grant research tools such as Foundation Directory/Candid, Instrumentl, GrantStation, GrantWatch, GrantHub, or similar platforms preferred.
- Familiarity with Adobe InDesign and basic print production workflows preferred.
- Ability to coordinate simple publication workflows involving artistic staff, graphic designers, printers, sponsors, advertisers, and internal reviewers.
- Strong attention to detail, especially with deadlines, reporting requirements, recognition commitments, ad placements, donor listings, names, repertoire details, and print materials.
- Ability to understand and communicate nonprofit programs, budgets, outcomes, community impact, and organizational strategy.
- Experience with donor databases, CRM systems, spreadsheets, shared file systems, and Google Workspace.
- Excellent communication skills and professional judgment when corresponding with funders, sponsors, vendors, staff, board members, volunteers, and artistic personnel.
- Independent work ethic with the ability to self-manage time, coordinate internally, and work with competing deadlines.
- Familiarity with arts, education, youth development, music, or community-based nonprofit work preferred.
- Spanish speaking and writing skills a plus.
- Ability to lift 25 lbs.

EEOC

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