



**Job Title:** Institutional Giving Manager

**Reports to:** Chief Development Officer

**Classification:** Regular Full-time Salaried Exempt.

Employment is At-Will – either the employee or the employer may terminate the employment relationship at any time, for any reason, with or without notice.

**About The Phoenix Symphony:**

It's an exciting time to join The Phoenix Symphony as our organization rapidly approaches its benchmark 75th Anniversary Season in 2021-22. As one of the greater Phoenix area's largest and most iconic cultural institutions, we seek dynamic, outgoing, goal-oriented team members to join our Development Department and help propel the Symphony into its next phase of artistic and organizational growth. Please see the position description for more information and instructions on how to apply.

**Purpose of the Position:** To provide leadership for institutional (corporate, foundation, and government) relations and solicitations, building enduring connections and partnerships with The Phoenix Symphony's most generous supporters.

**Supervisory Responsibility:** Not applicable to this position.

**Essential Functions:** With or without reasonable accommodation, and under general direction, an employee must be able to perform the essential functions of this position, which include:

- Establishes, manages and grows relationships with major corporate, foundation and institutional prospects determined to have the ability to make gifts at a variety of levels and for various Phoenix Symphony efforts including, but not limited to:
  - annual campaign contributions or matching challenges
  - program restricted contributions
  - named program support
  - season and event sponsorships
  - crowdfunding matches, et cetera
- Solicits, cultivates and stewards a portfolio of corporate, foundation and institutional prospects and donors
- Develops and implements strategies for donors in the philanthropic cycle (identification, cultivation, solicitation and recognition) to meet aggressive renewal and new donor acquisition goals
- Meets or exceeds financial goals, as measured in number of contacts, numbers of resulting new and renewed donors as well as meeting or exceeding financial goals

**General Duties:**

- Solicits gifts of \$5,000–\$50,000 to support The Phoenix Symphony’s performances, education and community engagement programs
- Manages a portfolio of 75-100 institutional donors and prospects, building donor-centered relationships
- Develops and implements strategies for institutional donors offering participation across The Phoenix Symphony’s menu of opportunities: Season Sponsorships, Performance Sponsorships, Education Programs, Health & Wellness Programs, Community Engagement Programs, Gala Sponsorships, Savor the Symphony Sponsorships, and more
- Develops and implements an annual institutional giving strategy and provides counsel and training to staff and management on these strategies
- Develops and manages a donor communication strategy to involve institutional partners in meaningful conversations about the impact and relevance of The Phoenix Symphony to the Greater Phoenix Metropolitan Area and beyond
- Researches, writes, proofs, and submits grant applications and reports in a timely manner, meeting all stated deadlines
- Prepares additional written materials, including correspondence, solicitation materials, acknowledgements, and regular communications as part of the stewardship program
- Manages and updates a grant calendar for the department and collaborates with other departments, i.e., education and finance to ensure ancillary materials, budgets, program descriptions, outcomes data and other information is received in a timely manner
- Collaborates with volunteers and staff to move institutional donors successfully into the major giving cohort in ways that prioritize the donor relationships and support long-term donor loyalty
- Provides comprehensive and timely reports summarizing activity, project status and work plan timelines
- Maintains corporate prospect and donor records in The Symphony’s database
- Develops collaborative relationships with colleagues throughout the organization
- Works to ensure appropriate allocation of resources to maximize organization, efficiency, communication and accuracy in The Symphony’s overall development advancement work
- Behaves and communicates in a manner that promotes and fosters a culture of teamwork, cooperation, and respect within The Phoenix Symphony
- Attends Phoenix Symphony performances
- Participates in concert duty; invites and accompanies prospects, sponsors, funders and donors to various performances, events, and cultivation activities
- Assists in the planning and execution of special events and fundraising galas
- Performs other duties as assigned

The Essential Functions and General Duties listed are representative, not exhaustive; some may be added, deleted, and/or modified, as organizational needs change.

## Qualifications

### **Knowledge, Skills, and Abilities:**

- Thorough knowledge and understanding of sales and/or fundraising principles and practices, customer relationship management, moves management
- Proficient experience using database software programs required, i.e., Tessitura, Raiser's Edge, Salesforce or other CRM software
- Proven ability to engage and interact with a wide variety of people at various levels of responsibility within a company, foundation or institution
- Maintains a strong customer service orientation
- Must be able to manage multiple priorities, work under pressure, and demonstrate a high degree of professionalism, integrity, loyalty and service to The Phoenix Symphony and its mission
- Exceptional phone, written, presentation and public speaking skills
- Willingness to work as part of a team; proven ability to work collaboratively with internal team members for the purposes of achieving goals/objectives
- Proven track record of taking ownership of projects and, with minimal supervision, shepherding them from concept to successful completion required
- Self-starter

### **Overall Level of Knowledge Required: Thorough Knowledge**

### **Computer Skills:**

- Intermediate to advanced skill level using Microsoft Office Suite with emphasis on Word, PowerPoint and Excel programs desired
- General knowledge of Microsoft Outlook features (specifically the electronic calendar feature) required
- Basic knowledge of fundraising database and/or customer relation management software programs (Tessitura, Raiser's Edge or Salesforce)

The desired list of Knowledge, Skills, and Abilities is representative, not exhaustive; some may be added, deleted, and/or modified, as organizational needs change.

### **Experience:** Minimum of three (3) years' experience:

- Successfully managing an institutional fundraising effort or sales management duties, inclusive of prospect research, solicitation, customer relationship management and records management
- Successfully meeting or exceeding fundraising and/or sales goals
- Cold-calling prospects
- Successful lead solicitor in face-to-face donor solicitations and/or account sales
- Soliciting gifts of \$25,000 or more and/or managing accounts of comparable size and scope

**Education:**

- Bachelor's Degree in Business, Marketing, Finance, Non-Profit Management, or related field required

Any equivalent combination of skills, education, and experience will be considered

**Certificates, Licenses, Registrations:**

- Ability to possess and maintain a valid driver's license

**Working Conditions/Physical Demands:**

- Ability to make frequent telephone calls and routine in-person visits to donors and prospects
- Ability to utilize computer keyboard (typing) and sit for extended periods of the work day
- Must be able to lift and carry 25 pounds when transporting supplies and assisting constituents; occasional hands-on participation with event set-up is required
- May be required to perform tasks at varying heights (i.e., step ladders, stools, stairs, etc.)
- Ability to standing for long periods of time; 25% or more of the workday may be spent standing on feet
- Ability to reach, stoop, grasp, grab, et cetera
- Ability to drive

The description of Working Conditions and Physical Demands is representative, not exhaustive; some may be added, deleted, and/or modified, as organizational needs change.

**Compensation:**

Salary will be commensurate with experience.

**Benefits:**

The Phoenix Symphony offers employees generous paid personal time off (PTO); paid holidays; health, dental, and vision insurance; short- and long-term disability; and group life insurance. Employees may also opt to participate in a retirement program.

**How to Apply:**

Interested and qualified persons should submit the following for consideration:

- Cover letter that includes specific and verifiable grant awards and successes
- Resume
- Three (3) professional references

Submit your application materials in Word or PDF format by electronic mail only to:

Gine Flury

Director of Human Resources

[gflury@phoenixsymphony.org](mailto:gflury@phoenixsymphony.org)

The Phoenix Symphony staff are working remotely. Mailed submissions may not be received in a timely manner.

**NO PHONE CALLS PLEASE**

*The Phoenix Symphony is an Equal Opportunity Employer. We celebrate diversity and persons of all backgrounds are encouraged to apply. All qualified applicants will be considered for employment without attention to race, color, religion, sex, sexual orientation, gender identity, national origin, veteran or disability status, or other non-merit factor.*