



Corporate, Foundation and Government Relations Manager

ABOUT

Founded in 1928, the Tucson Symphony Orchestra (TSO) is the first professional symphony in the southwest and the longest, continuously performing arts organization in Arizona. The TSO's mission is to engage, educate and transform diverse audiences throughout Southern Arizona with live musical experiences of the highest quality. Under the inspired leadership of music director, José Luis Gomez, the TSO has seen an artistic resurgence with performances of imaginative repertoire including by Latin-American composers and performers. Strategically, the TSO is committed to engaging the rapidly growing Hispanic population of Tucson and Pima County, currently over 40%. The TSO is also nationally renowned for its educational offerings, which engage 35,000 annually in one or more of seven unique programs, including the award-winning 'Young Composers Project' in its 29th year.

THE OPPORTUNITY

A key member of a dynamic fundraising team, the Corporate, Foundation and Government Relations Manager is responsible for planning and delivering compelling and successful proposals to corporations, foundations, and government entities ("institutional funders"). This includes drafting, editing and submitting written applications and sponsorship appeals soliciting funds for TSO programs, and maintaining a regular reporting program to institutional funders. Other writing assignments include content for newsletters, annual reports, brochure publications and some social media posts.

Areas of growth will include funding for education programs and the TSO's expanded programming for the Hispanic-Latino population.

RESPONSIBILITIES

- Diligently maintain the annual grants and sponsorships calendar/timeline.
- Prepare all written proposals to solicit funds for the TSO including coordination of all collateral materials necessary to enhance overall grant and sponsorship application packages.
- Develop and execute strategies in collaboration with the Vice President of Philanthropy and Chief Marketing Officer, which include the identification, cultivation and solicitation of institutional prospects for the TSO.
- Establish and build relationships with representatives from corporations, foundations, and government agencies, that enhance the overall connection between these organizations and the TSO.

- Maintain comprehensive financial reports on support received from institutional funders, as well as the prospect management records of current and prospective institutional donors.
- Prepare and submit in a timely fashion any and all supplemental and final reports to institutional funders.
- Fulfill all corporate sponsor benefits in a proactive manner.
- Research and annually add to the pipeline of current and prospective corporations, foundations, and government agencies.
- Other potential duties
 - Assist in the planning and implementation of donor or sponsorship events as needed.
 - Provide collateral for select major individual giving proposals as needed.
 - Attend events and concerts as assigned.
 - Participate in meetings of the Board Development Committee as needed.
 - Perform other tasks as assigned by the Vice President of Philanthropy.

QUALIFICATIONS, SKILLS AND ATTRIBUTES

- Bachelor's Degree required; Master's Degree in Arts Management, Communications & Marketing, Journalism, Public Policy, or English a strong plus.
- Minimum of five years of progressive and successful fundraising accomplishment in a related field.
- Strong computer skills including Microsoft Office Suite (Word, Excel, PowerPoint and Outlook). Experience using a database is a plus.
- Outstanding oral and written communications skills.
- Ability to articulate a compelling case for the artistic, civic, economic, and educational value of the arts, with flexibility to adapt messaging to specific interests of donors.
- Ability to communicate in a way that engages and motivates constituents to act.
- Excellent planning and organizational skills.
- Track record for directly writing successful proposals and grants.
- Takes creative approaches to traditional fundraising challenges.
- Results and team-oriented work style that inspires trust and confidence.
- Commitment to outstanding customer service.
- Passion for the arts is necessary, prior experience working in a professional non-profit arts environment is a plus.
- Valid Driver's License

POSITION DETAILS

Title:	Corporate, and Foundation and Government Relations Manager
Reports to:	Vice President of Philanthropy
Hours:	Minimum 40 hours/week, with some evening and weekend duty
Compensation:	\$45,000-\$50,000 annually, subject to qualifications and experience
Benefits:	Comprehensive benefits

AN EQUAL OPPORTUNITY EMPLOYER

Tucson Symphony Orchestra is an Equal Opportunity Employer that does not discriminate on the basis of actual or perceived race, color, creed, religion, national origin, ancestry, citizenship status, age, sex or gender (including pregnancy, childbirth and pregnancy-related conditions), gender identity or expression (including transgender status), sexual orientation, marital status, military service and veteran status, physical or mental disability, genetic information, or any other characteristic protected by applicable federal, state or local laws and ordinances. Tucson Symphony Orchestra's management team is dedicated to this policy with respect to recruitment, hiring, placement, promotion, transfer, training, compensation, benefits, employee activities, access to facilities, programs, and general treatment during employment.

INCLUSION

Our patrons and audiences come from all walks of life and so do we. We hire great people from a wide variety of backgrounds, not just because it's the right thing to do, but because it makes our company stronger. If you share our values and our enthusiasm for the performing arts, you will find a home at TSO.

COVID-19 RESPONSE

Throughout the COVID-19 crisis, the TSO has been a safe refuge. The TSO follows the guidelines set by the Centers for Disease Control and the Pima County Health Department. Candidates must be fully vaccinated against COVID-19.

BACKGROUND CHECKS

Prior to submitting your application package for this position, please review it carefully for accuracy. TSO does verify academic credentials for its candidates, and frequently conducts background checks including work history before finalizing an offer.

TO APPLY

Please send cover letter and professional resume with three references to:
applications@tucsonsymphony.org
or Corporate, Foundation and Government Relations Manager,
Tucson Symphony Orchestra, 2175 N. Sixth Avenue, Tucson, AZ 85705