



**Institutional Giving Coordinator  
Development**

<b>Work Status:</b>	Full-time	<b>Payroll Type:</b>	Non-Exempt
<b>Location of Job:</b>	Davies Symphony Hall San Francisco, CA	<b>Salary:</b>	\$54,054.00
<b>Schedule:</b>	Monday-Friday	<b>Regular Hours:</b>	9AM -5 PM
<b>Reports To:</b>	Director, Institutional Giving	<b>Supervisory:</b>	None

**JOB SUMMARY**

The Institutional Giving Coordinator contributes to the success of the San Francisco Symphony’s institutional fundraising team by providing administrative, database, and systems support; offering critical assistance throughout the institutional giving cycle (identification, cultivation, solicitation, and stewardship of corporate, foundation, and government grants); coordinating and managing team projects; and serving as a liaison across the organization to foster information sharing and collaboration across the SF Symphony team.

The Coordinator reports to the Director, Institutional Giving and works closely with the Associate Director, Sponsorships and Corporate Giving, and the Associate Director, Foundation and Government Grants on many aspects of the institutional giving process. Administrative activities and systems supported by this position include but are not limited to Tessitura data entry, gift tracking, acknowledgements and recognition, contract fulfillment, meeting coordination, and event support. In addition, the Coordinator will assist the Institutional Giving Team by proofing and editing online and print materials, creating and designing supplementary documentation, helping write and review marketing copy, and creating reports and acknowledgement letters for institutional funders.

The Coordinator will also partner with the Director, Institutional Giving to develop new project management tools and systems that will increase revenue generated by the Institutional Giving Team. This position involves highly detailed and accurate work, an ability to multi-task and anticipate outcomes, flexibility, and cool-headedness, plus patience, efficiency, and collaboration.

**RESPONSIBILITIES**

- Provides administrative support for the Director, Institutional Giving and for the Institutional Giving Team on all aspects of the institutional giving cycle including identification, cultivation, solicitation, and stewardship activities.

- Manages Tessitura data for the Institutional Giving team: including data entry and consistency, goal, and activity tracking. Creating funder and solicitation reports, uploading document, contract, and correspondence.
- Partners with the Director, Institutional Giving to identify new donor prospects, to track and record gifts entry. manage; to manage funder crediting and recognition, to develop efficient systems for sharing information across the team.
- Proofs and helps edit written materials including proposals, reports, letters, marketing pieces, When appropriate and if time permits, the coordinator may work on selected funding requests.
- Manages a portfolio of 10-15 annual giving institutional prospects. Responsible for ~\$250,000 annually.
- Serves as a liaison with cross-functional teams to increase collaboration and information sharing. Activities include but are not limited to: assists with corporate and foundation meetings and events; supports gift acknowledgement for institutional funders; and coordinates crediting and recognition for institutional funders.
- Provides administrative and logistical support for meetings including cultivation, solicitation, and stewardship calls/meetings, as well as internal strategy and team meetings, to ensure follow up and that we are accountable for agreed upon next steps.
- Specific support duties include preparing funder research and PowerPoint briefings, calendar management and scheduling, communication and follow up with funders, and meeting participation and notetaking where appropriate.
- Conducts job functions and activities in alignment with the principles of the SFS's Diversity, Equity, and Inclusion (DEI) work, and supports the organization's DEI work through participation in working groups and other initiatives as possible. This includes, but is not limited to, researching funders that support DEI work, writing funding proposals to support DEI objectives, and actively participating in organizational DEI workgroups.
- Provides administrative support for the Education and Community Engagement Committee.
- Additional duties as assigned.

## **QUALIFICATIONS**

### *Required:*

- Commitment to the San Francisco Symphony's mission and core values.
- 1-3 years of experience working in a nonprofit, music, or arts institution, or related experience.
- Outstanding expository writing and editing skills. Facility proofing and editing print and online documents.
- A can-do person who takes initiative and manages multiple projects in a fast-paced, dynamic, and collaborative environment.
- Excellent analytical, oral, writing, organizational, and project management skills with precise attention to detail.
- Proficient in Word, Excel, PowerPoint, Adobe Acrobat/Reader, and networked office protocols.

- Understanding of how databases and data entry are organized; experience with Tessitura or other CRM preferred.
- Familiarity with the arts institutions and musical culture of the Bay Area and Northern California.
- Aptitude for learning new software: Tessitura, Foundation Directory Online, Workfront, ArtsVision, InDesign, and BriteSign.
- Motivated, disciplined, and comfortable working independently and collaboratively in a high-volume environment with multiple overlapping timelines.
- Excellent interpersonal skills, able to work with all types of people, including board members, donors, volunteers. and a diverse staff.

*Preferred:*

- Knowledge of and passion for classical music.
- Experience performing and/or teaching music.
- Basic knowledge of Adobe graphic design software.
- Sense of humor.
- Eagerness and a commitment to advance equity and inclusion at the SF Symphony.

## **APPLICATION INSTRUCTIONS**

To apply, please visit our website at [www.SFSymphony.org](http://www.SFSymphony.org). Under the About Us tab, go to the Careers and Auditions page and click on “View administrative job listings.” Search for this job and click on “Apply for this Position” to submit your resume and cover letter.

## **VALUES STATEMENT**

The San Francisco Symphony is committed to cultivating an environment of inclusion, equity, and diversity for our staff, musicians, patrons, and community. As leaders and innovators of our inherited tradition of orchestral music, we acknowledge our responsibility to identify and dismantle the oppressive barriers that we have historically maintained. We resolve to hold ourselves accountable, devote resources, and embrace change by centering racial equity and listening to and learning from marginalized voices.

We recognize that this is an ongoing, sometimes uncomfortable practice, and continue to learn and evolve. We welcome applicants who are enthusiastic to join us on this journey.

## **ORGANIZATIONAL PROFILE**

The San Francisco Symphony is widely considered to be among the most artistically adventurous and innovative arts institutions in the United States, celebrated for its artistic excellence, creative performance concepts, active touring, award-winning recordings, and standard-setting education programs. In the 2020–21 season, the San Francisco Symphony welcomed conductor and composer Esa-Pekka Salonen as its twelfth Music Director and embarked on a new vision for the present and future of the orchestral landscape. This exciting artistic future builds on the remarkable 25-year tenure of Michael Tilson Thomas as the San Francisco Symphony’s Music Director. Tilson Thomas continues his rich relationship with the Symphony as its first Music Director Laureate. In their inaugural season together, Esa-Pekka Salonen and the San Francisco Symphony have introduced a groundbreaking artistic leadership model anchored by eight Collaborative Partners from a variety of cultural disciplines: Nicholas

Britell, Julia Bullock, Claire Chase, Bryce Dessner, Pekka Kuusisto, Nico Muhly, Carol Reiley, and Esperanza Spalding. This group of visionary artists, thinkers, and doers joins with Salonen and the San Francisco Symphony to chart a new course of experimentation by collaborating on new ideas, breaking conventional rules, and creating unique and powerful experiences.

The San Francisco Symphony presents more than 220 concerts and presentations annually for an audience of nearly 450,000 in its home of Davies Symphony Hall and through its national and international touring. A cornerstone of the organization's mission, the San Francisco Symphony's education programs are the most extensive offered by any American orchestra today, providing free comprehensive music education to every first- through fifth- grade student in the San Francisco public schools, and serving more than 75,000 children, students, educators, and families annually. The San Francisco Symphony's recordings have won such awards as France's Grand Prix du Disque and Britain's Gramophone Award, as well as 16 Grammy Awards. San Francisco Symphony radio broadcasts, the first in the nation to feature symphonic music when they began in 1926, today carry the Orchestra's concerts across the country. In 2004, the SF Symphony launched the multimedia Keeping Score on PBS-TV and online and in 2014, the San Francisco Symphony inaugurated SoundBox, an experimental performance venue and music series located backstage at Davies Symphony Hall. February 2021 saw the launch of SFSymphony+, the San Francisco Symphony's on-demand video streaming service. For more information, visit [SFSymphony.org](https://www.sfsymphony.org).

Pursuant to the San Francisco Fair Chance Ordinance, the San Francisco Symphony will consider for employment qualified applicants with arrest and conviction records.

The San Francisco Symphony is an Equal Opportunity Employer.