

San Diego Youth Symphony and Conservatory

Job Title: Institutional Giving Manager
Reports To: President and CEO
Status: Full-time, Exempt
Supervises: Institutional Giving Assistant

About this Position

The San Diego Youth Symphony and Conservatory (SDYS) is seeking a full-time Institutional Giving Manager who will be responsible for applying for and receiving institutional (government, foundation, and corporate) grants and fulfilling SDYS' annual, institutional funding goals.

The ideal candidate will not only have successful grant-writing experience and excellent writing, research, and organizational skills but will also be committed to SDYS' core values of commitment, creativity, equity, collaboration, and service. This position is an excellent opportunity to work with a highly effective nonprofit that has a national reputation for enriching lives through music education.

Funding Strategy and Management

The Institutional Giving Manager is responsible for all activities associated with applying for and receiving institutional grants and fulfilling SDYS' annual institutional funding goals. This includes the following activities:

- Work with President & CEO to develop annual institutional fundraising plan and budget, including goals and strategies for securing government, foundation, and corporate grants.
- Develop and update schedule of grant applications and reporting deadlines for current and potential funders.
- Write grant letters of interest and applications, compile all required materials and submit.
- Ensure receipt, recording, and recognition of grants from institutional funders.
- Prepare required grant reports.
- Execute government grant contracts, as well as foundation and corporate agreements.
- Maintain updated records of institutional funder donations and stewardship activities.

Collaboration

Achieving SDYS' institutional funding goals requires effective collaboration and accountability with other internal staff members through the following activities:

- Consult early with other staff members and collaborate about materials they need to prepare for an application or report.
- Work with the Business Operations Coordinator and other staff members to prepare organizational and project budgets for applications and financial reports for grant reports.
- Participate in team meetings, planning meetings, and project development meetings.
- Contribute to the preparation of annual and project reports.
- Serve as staff support for relevant Board committees.
- Complete required board reports and participate in required board meetings.

- Keep the Marketing and Communications Manager informed of grants as they are awarded so that they may be recognized in social media.
- Supervise a part-time Institutional Giving Assistant to achieve area goals.
- Attend performances, fundraising, and other events, many of which occur on nights and weekends.

Institutional Relationships

The Institutional Giving Manager is responsible for building and strengthening relationships with potential and current institutional funders, through the following activities:

- Establish and maintain relationships between institutional funders and President & CEO, Artistic Director, program staff and faculty, and Board members.
- Attend meetings and events organized by or featuring institutional partners.
- Conduct regular communication with current and potential funders to update them on SDYS projects, and invite them to SDYS concerts and other events.
- Develop new opportunities to deepen relationships with current and potential funders.
- Develop a method of engaging Board Members and other major supporters in stewardship activities.
- Become active in the professional fundraising community in San Diego through professional development opportunities, networking and memberships.

Other duties as assigned by the President & CEO.

Qualifications

We're seeking candidates who enjoy telling compelling stories and are able to inspire people to give to SDYS. You should have or be:

- Bachelor's degree. Preferably in English, journalism, communications, education, nonprofit management or related field; master's degree in relevant field a plus
- Minimum three years of grant-writing experience
- Strong writing, grammar, and editing skills; ability to write compelling case statements
- Excellent oral communication skills
- Exceptional organizational skills to track multiple deadlines and requirements that vary among funders
- Strong interpersonal skills and collaborative team player
- Experience with analyzing and preparing budgets
- Familiarity with assessment and evaluation methods
- Adept at online research
- Proficient with MS Word and Excel and Adobe Acrobat on a PC platform, as well as Google Suite equivalents and database system

Preferred Qualifications

- Knowledge of and experience with instrumental music or arts education.
- Experience supervising and coaching employees.
- Experience with fundraising software, preferably Salesforce and/or Patron Manager

Additional

This position requires sitting at a desk or workstation, walking, standing, climbing stairs, hearing, speaking, being able to lift up to 25 lb. and able to drive to locations pertaining to organizational operations. In compliance with federal law, all persons hired will be required to verify identity and eligibility to work in the United States and to complete the required employment eligibility verification document form upon hire. This is a full-time position, with occasional work responsibilities on weekends and/or evenings, and is eligible for employee benefits. We will begin reviewing applications immediately; position is open until filled.

About the San Diego Youth Symphony and Conservatory

SDYS' mission is to instill excellence in the musical and personal development of students through rigorous and inspiring musical training experiences. We do this through both our traditional youth symphony programming (Conservatory Programs) and our neighborhood-centered programming (Community Programs). Our vision is to make music education accessible and affordable for all.