



**Position Title:** Manager of Institutional Giving

**Status:** Full-Time, Exempt

**Reports to:** Assistant Director of Development

**Job Summary:** The Manager of Institutional Giving is responsible for all fundraising related to corporate sponsorship and grants, including building relationships, researching and writing corporate sponsorship and grant proposals, and compiling and submitting final reports supporting annual and special project funding campaigns. The Manager of Institutional Giving will be responsible for developing and implementing effective communication and outreach strategies to maintain and enhance the company's reputation, promote our goals and values, and secure funding through grants.

#### **Principal Duties and Responsibilities**

- Develop and maintain positive relationships with key stakeholders, including foundation officers, corporate partners, and government agencies.
- Implement effective communication strategies to convey the company's goals, values, and achievements to external stakeholders.
- Write compelling sponsorship and grant proposals and final reports to secure funding for both annual and special project funding campaigns.
- Gather information from internal departments for inclusion in proposals/reports.
- Liaise with corporate/foundation/government staff for information gathering and proposal/report compilation and submission.
- Compose donor stewardship letters and reports.
- Work cross-departmentally to develop and implement donor benefits.
- Provide corporate/foundation/government prospect research.
- Monitor and analyze trends and developments in corporate relations and grant writing landscape to identify potential risks and opportunities.
- Collaborate with internal teams to ensure consistency in messaging and alignment with overall corporate and proposal-writing strategies.
- Provide strategic counsel to the Senior Leadership Team on corporate relations and proposal-writing matters.
- Attend Development Events and Louisville Orchestra concerts to interface with donors and provide support to the Development Team.
- Assist in creating and developing the Louisville Orchestra Corporate Council to attract and retain corporate partners through exclusive benefits and events.
- Other duties as assigned, including administrative and management support for the corporate/foundation/government grants division.

## **Requirements**

- Bachelor's degree; Masters preferred.
- Four to five years of writing experience; previous grant experience preferred.
- Ability to work collaboratively across departments to support the preparation and implementation of grant proposals and corporate sponsorships.
- Able to meet multiple deadlines with accuracy.
- Strong attention to detail and ability to manage complex processes.
- Ability to manage multiple competing deadlines.
- Able to represent the LO professionally on the phone and in person with donors and patrons.
- Strong computer literacy with working knowledge of Microsoft Word, Microsoft Excel, and donor databases.
- Familiarity with budgets.

## **Working Conditions**

- Pleasant, collegial office environment.
- Time split between individual and collaborative work.
- Some travel to off-site program locations and night and/or weekends required.

## **Compensation and Benefits**

The Louisville Orchestra offers a comprehensive salary and benefits package commensurate with experience and in line with similar positions of this scope with similar-sized orchestras in the country and Louisville cultural institutions. Benefits include medical insurance, life insurance, vacation and sick time, parking stipend, 403b plan, and diverse voluntary benefits.

## **About the Louisville Orchestra**

The Louisville Orchestra has long had a strong reputation for innovation, creativity, and excellence, with a season that includes classical, popular, and educational main-stage concerts, a diverse array of programming throughout the community, and performances with the Kentucky Opera and Louisville Ballet.

The Orchestra was the first to record under its label and became internationally recognized in the 1950s for producing 150 LPs consisting of more than 450 new works. Under the leadership of Music Director Teddy Abrams, the Louisville Orchestra has revived its commitment to championing the creation of new works and has become an Artist-Driven Civic Leader that not only creates beautiful musical experiences but also is a resource for the Commonwealth.

Located in culturally rich Louisville, the organization is at the forefront of redefining what a 21st-century orchestra can be. It is well on its way to achieving its goal of becoming known as “the most interesting orchestra on the planet.”

## **To Apply**

Send a cover letter, resume, writing sample, salary requirements, and three professional references to [nkoch@louisvilleorchestra.org](mailto:nkoch@louisvilleorchestra.org). Candidates selected for further consideration will be contacted with further instructions. References will not be contacted until the final round of interviews. No phone calls, please.