



HARTFORD  
SYMPHONY  
ORCHESTRA  
Carolyn Kuan,  
Music Director

## POSITION DESCRIPTION

**Position Title:** Corporate & Foundation Relations Manager  
**Department:** Development  
**Reports to:** Director of Development  
**FLSA status:** Exempt/Salaried  
**Working hours:** May Include evening and/or weekend hours

### Broad Functions:

Manages all aspects of securing funds from foundations, corporations and government for operating, project and campaign support.

### Duties and Responsibilities:

- Proactively sets direction, prepares and implements a plan for expanding foundation, government, and corporate fundraising.
- Aggressively fundraises to attain annual review goals for operating, project and campaign programs.
- Prepares initial applications, letters of inquiry regarding grants and all final report for all funders that require reporting, including but not limited to foundation, corporate, and government funders.
  - Maintains calendar of grant deadlines for all proposals, letters of intent and final reports.
  - Maintains schedule to ensure continuing ongoing contact and relationships with all funders.
  - Organizes relevant text from Orchestra departments to keep proposals and other development communications updated and applicable to donor interests
  - Gathers and analyzes relevant internal data to support proposals and reports
  - Prepares acknowledgement letters to institutional donors
  - Maintains and updates database, electronic files and paper files for institutional donors
- Develops meaningful and ongoing relationships with current and prospective funders.
- Communicates with funders during the granting process to provide requested information and schedule site visits.
- Schedules opportunities for key staff members to meet with potential funders.
- Conducts prospect research as needed for potential foundation, corporate, and government funding opportunities.
- Works with the Director of Development to identify and secure corporate sponsorships.
  - Under the direction of the Director of Development, crafts sponsorships that creatively and distinctly communicate unique opportunities to targeted prospects
  - Structures, prices, successfully negotiates and closes sponsorships
  - Works with the Assistant Manager of Development Operations on fulfillment obligations
- In coordination with the Marketing Team, reviews and updates institutional donor list in bi-monthly concert program and on the website
- Assists with Development Department's special events.
- Acts as liaison to our Forte! Young Professionals Group
- Book Corporate & Foundation pledges and payments in Raiser's Edge
- Create acknowledgement letters and invoices for Corporate & Foundation pledges and payments
- Performs other duties as required.

### Education and/or Experience:

- Bachelor's degree with three to five years of proven experience in direct fundraising.
- Strong persuasive writing and budgetary skills
- Analysis, synthesis and clear communication of information through original writing.
- Demonstrated record of success in generating significant commitments from corporations and foundations.
- Motivated self-starter, a hard worker with a high energy level; willingness to work hands-on in developing and executing a variety of development activities.
- Strategic thinker who is goal oriented.
- Ability to initiate and build relationships with prospective donors and interact via telephone and in person with funders, must be an excellent networker and negotiator.
- Possess ability to work on multiple projects simultaneously, set priorities and meet short deadlines with limited supervision.
- Works well independently and in a group setting. A team player.

- Demonstrated knowledge of methods, practices and procedures for obtaining information about the giving programs of corporations, foundations and government sources.
- Working knowledge of Raiser's Edge, Sales Force & Paciolan or willingness to be trained

**Qualifications:**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

To perform the job successfully, an individual should demonstrate the following competencies:

**Performance Competencies:**

1. **Customer Focus & Customer Service Standards of Excellence:** Incumbent's interaction with internal and external customers. Requires **Customer Focus & Customer Service Standards of Excellence:** Listens and responds effectively to customer questions; resolves customer problems to the customer's satisfaction; respects all internal and external customers; uses a team approach when dealing with customers; follow up to evaluate customer satisfaction; measure customer satisfaction effectively; commits to exceeding customer's expectations.
  - As a valued employee of The Bushnell, embrace the organization's Standards of Excellence.
  - Consistently provide an unrivaled experience to all internal and external constituents with passion, pride, and commitment.
2. **Representation of the Organization:** Contributes to and promotes a positive image of The Bushnell throughout all areas of responsibility.
3. **Diversity Commitment:** Shows respect and sensitivity for cultural differences and promotes a harassment-free work environment.
4. **Job/Technical Knowledge:** Competent in required job skills and knowledge; keeps abreast of current developments; displays understanding of how job relates to others; demonstrates knowledge of techniques, skills, equipment, procedures, and materials. Applies knowledge to identify issues and internal problems; works to develop additional technical knowledge and skills.
5. **Cooperation/Teamwork:**-Works harmoniously with others to get a job done; responds positively to instructions and proceeds; able to work well with staff, co-workers, peers and managers; shares critical information with everyone involved in a project; works effectively on projects that cross functional lines; helps to set a tone of cooperation within the work group and across groups; coordinates own work with others; seeks opinions; values working relationships; when appropriate.
6. **Communication:** Writes and speaks effectively; states own opinions clearly and concisely; demonstrates openness and honesty; listens well during meetings and feedback sessions; explains reasoning behind own opinions; asks others for their opinions and feedback; asks questions to ensure understanding; exercises a professional approach with others, using all appropriate tools of communication; uses consideration and tact when offering opinion. Demonstrates positive communication with staff, vendors, volunteers, patrons and external customers.
7. **Management of Resources:** Ability to use time, money, technology, and people as efficiently and effectively as possible. Makes suggestions to improve the resources that pertain to job responsibilities.
8. **Commitment to Safety:** Observes and encourages safety and security procedures; completes all required training; uses equipment and materials properly and reports potential unsafe conditions; assumes personal responsibility for safety.
9. **Dependability & Time Management:** Organizes work well and uses time effectively; attendance & punctuality fall within standards. Takes responsibility for actions and accepts responsibility for mistakes. Follows through on assignments despite setbacks; shifts priorities when necessary; keeps commitments; arrives at meetings and appointments on time; is committed to doing the best job possible.

**Physical Demands:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit, stand and may occasionally lift and/or move up to 25 pounds and be able to stand for up to 4 hours.

**Work Environment:**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is usually moderate.

*The above statements are intended to describe some specific duties and level of work being performed. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of personnel so classified.*

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