

SAN ANTONIO SYMPHONY
JOB DESCRIPTION

JOB TITLE: Grants Manager **DATE:** 8/22/2017
STATUS: Non-Exempt, Full Time **REPORTS TO:** Vice President of Development

DESCRIPTION:

The San Antonio Symphony is seeking a detail oriented and self-motivated team member who will support fundraising efforts for the organization. The Grants Manager works with the Vice President of Development in acquiring, cultivating and stewarding grantors, managing grant proposal and reporting, and providing Development Department support. The Grants Manager is responsible for managing a portfolio of 50+ grantors accounting for \$1.5M - \$2.0M of contributed revenue annually.

KEY JOB DUTIES AND RESPONSIBILITIES:

Grant Management

- Manage a portfolio of grant funders as assigned by the Vice President of Development;
- Maintain communications with granting agencies in application processes and reporting requirements;
- Maintain grant management systems and the Raiser's Edge database with all related grant activity, from proposal processes to award receipt and reporting;
- Research new grant opportunities through private foundation, government, and corporate sources; and
- Attend mandatory grant application related webinars and workshops.

Grant Application and Reporting Processes

- Ensure timely draft, completion, and submission of grant proposals;
- Draft and complete fundraising cover letters, letters of inquiry, and other related documents needed for grant proposals;
- Compile grant proposal attachments for grants in portfolio;
- Draft accompanying grant budgets and financial reports under the guidance of the Vice President of Development and in collaboration with the Finance Department;
- Maintain oversight of reporting needs in compliance with grant agreements;
- Coordinate with appropriate Symphony staff in the compilation of information for reporting;
- Draft accompanying financial reports under the guidance of the Vice President of Development and in collaboration with the Finance Department; and
- Ensure timely submission of all reporting requirements.

Development Team Support

- Maintain up-to-date descriptive language (e.g. general support, education) for use in proposals and reports by the Vice President of Development and other departments;
- Assist Development Department team members in drafting fundraising proposals;
- Proofread and edit proposals, reports, letters and other materials written by other members of the Development Department;
- Assist the Development Department in hosting donor appreciation events and in concert duty at select performances;
- Plan and execute development plan with Vice President of Development;
- Provide the Vice President of Development administrative support;
- Coordinate and guide volunteers and interns as assigned; and
- Other duties as assigned by the Vice President of Development.

REQUIRED QUALIFICATIONS:

- BA/BS degree required;
- Minimum of 1 year of grant writing or proposal development experience with:
 - the ability to conduct analysis of statistical information and grant prospect research;
 - the ability to complete all components of grant processes including the development of persuasive proposal language, draft budgets, and reporting;
 - experience in foundation, corporate, and governmental grant processes;
- At least 2 years of working in an arts related field;
- Excellent writing skills with meticulous attention to fine detail;
- Ability to present one's self in a professional manner representative of a high-profile, highly professional, performing arts organization;
- Self-motivated with the ability to work well under pressure;
- Ability to work independently and as a self-starter, as well as a team member;
- Strong communication skills for both internal and external audiences;
- Highly organized with the capacity to handle multiple tasks and deadlines;
- Project management experience with a strong ability to prioritize multiple tasks;
- Attention to detail and a commitment to maintaining accurate, confidential records; and
- Computer proficiency in Microsoft Office, including Word, Excel, PowerPoint, and Access.

PREFERRED QUALIFICATIONS:

- 2-3 years' experience of grant writing and management experience;
- Additional experience in drafting corporate sponsorship proposals, appeal letters, and other development materials for donor cultivation;
- Experience with Raiser's Edge or other CRM system, with knowledge of gift processing and conducting intermediate levels of database queries and record keeping;
- Understanding of the performing arts environment, demands of the industry and unique development activities associated within an arts organization; and
- Passion for the arts, in particular music performance, and the importance of the arts in communities.

The Grants Manager is full time position; regular work hours are M-F, 9:00am -5:00pm with occasional night and weekend hours. The San Antonio Symphony offers a benefit package including 100% paid base health, life and long-term disability insurance, with optional dental/vision and matching 403(b) retirement plan.

SALARY: commensurate with qualifications and experience.

The San Antonio Symphony offers full-time employees a benefit package including 100% paid base health, life and long-term disability insurance, with optional dental/vision and matching 403(b) retirement.

Application Deadline: Friday, September 15, 2017, 5:00pm

Please send cover letter, resume, three references, and salary requirements to Annette Paulin, Vice President of Development, at paulina@sasymphony.org using "Grants Manager" in the e-mail subject box.

Applications may also be mailed to:

San Antonio Symphony
Attn: Annette Paulin
P.O. Box 658
San Antonio, TX 78293

No calls please. All applications will receive a response within two weeks of the closing date.