



DES MOINES SYMPHONY

JOSEPH GIUNTA MUSIC DIRECTOR & CONDUCTOR
THE LINDA AND TOM KOEHN ENDOWED CHAIR

ORCHESTRA & ACADEMY

DEVELOPMENT MANAGER, INSTITUTIONAL GIVING Vacancy Announcement

THE POSITION:

The Development Manager, Institutional Giving works as an integral part of a team of four to advance the mission of the Des Moines Symphony & Academy. The Development Manager, Institutional Giving takes a lead role in planning and managing creative and strategic annual fund and donor stewardship campaigns that result in increased donations and donor engagement and help raise more than \$1.5 million each year. The ideal candidate will have experience in development, marketing, or a comparable field and a demonstrated knowledge of fundraising best practices. Experience with another nonprofit arts organization, an interest in symphonic music and music education, and knowledge of the Des Moines philanthropic and corporate communities are all pluses.

Reporting to the Director of Development, the Development Manager, Institutional Giving will advance institutional philanthropy through the creative engagement of corporations and foundations with the Des Moines Symphony & Academy's concerts, programs, and events. S/he oversees the Des Moines Symphony and Academy's Corporate Partnership program, including planning, executing, and evaluating corporate solicitations and grant applications and managing sponsorship benefits. S/he is also responsible for the coordination, planning and execution of the Symphony & Academy's Signature Events (Viewing Party for Yankee Doodle Pops, Opening Night) and other donor events.

QUALIFICATIONS:

Candidates must be strategic, highly organized, motivated, high-energy, detail-oriented self-starters who work well within a team. Candidates should possess at least 2 years of experience in development, marketing or comparable field and a demonstrated knowledge of fundraising best practices.

The Development Manager, Institutional Giving position requires strategic thinking, strong organizational and project management skills, impeccable attention to detail—especially when writing and editing—and the ability to function as both a team leader and team player. Candidates will be able to prioritize multiple projects, manage and execute multiple processes simultaneously, and possess a natural instinct to take initiative and ownership for outcomes. The ideal candidate will possess a high degree of comfort interacting with donors. Experience in database management (especially PatronManager / Salesforce), Microsoft Office programs (especially Excel), and social media tools are required. Evening and weekend hours for performances and events are required.

ABOUT THE DES MOINES SYMPHONY & ACADEMY:

The Des Moines Symphony is a not-for-profit, professional orchestra formed in 1937 to enrich, educate and inspire the community by performing great orchestral music. The Symphony Association, governed by a volunteer Board of Trustees and operating on an annual budget of more than \$3.5 million, supports the Symphony Academy and its numerous music education programs including four youth orchestras, and supports the Des Moines Symphony Orchestra which performs seven pairs of Masterworks concerts, a Pops series including the traditional New Year's Eve Pops, education, outreach and family concerts, and other special events in its home at the Des Moines Civic Center. The organization also produces and performs the Des Moines Symphony's annual Yankee Doodle Pops



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concert in July on the grounds of the Iowa State Capitol, which attracts more than 100,000, the largest single day attendance of any concert event in the State.

COMPENSATION:

Salary is commensurate with experience. Medical, dental, life insurance, retirement and vacation benefits are provided.

APPLICATION PROCESS:

Interested candidates should email a resume and cover letter to:

Dustin R. Ross
Director of Development
Des Moines Symphony & Academy
dustin@dmsymphony.org

Application screening will begin immediately with an anticipated start date in April or May 2019.



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Position Title: Development Manager, Institutional Giving

Reports to: Director of Development

Classification: Full-Time, Non-Exempt

POSITION DUTIES AND RESPONSIBILITIES

- Develop and refine a comprehensive annual institutional giving strategy in alignment with the greater development and campaign goals of the Symphony & Academy
- Plan and implement all aspects of Signature Events and donor events, working with organizational leadership, musicians, Board members, development staff, and volunteers: includes budgets with revenue goals; creative and cost effective marketing plans to boost sponsorship and ticket sales; in-kind offers; entertainment, equipment, merchandise, supplies, rentals; and all event follow-up activities
- Connect, arrange, coordinate and attend donor meetings and develop new prospects for corporate, foundation and government relationships with the goal to engage in supporting the Symphony & Academy
- Develop and write letters of inquiry and grant proposals to corporations, foundations, government agencies, and other grant-making entities, including preparing budgets and financial information and compiling collateral materials according to grant guidelines
- Supervise timeline and grant calendar including proposal and report submission process and grants management process
- Develop and implement targeted programs and partnerships that will directly engage Corporate Partners in assisting the Symphony & Academy in furthering its mission
- Create sponsor benefits and oversee the timely and accurate delivery, including comp tickets, employee enrichment programs, and special events
- Work with Director of Development on special fundraising projects, where necessary
- Assist in the Donor Lounge at Des Moines Symphony concerts
- Other duties as assigned