

INSTITUTIONAL GIVING MANAGER

Symphony Space, the multi-disciplinary performing arts center at 95th St & Broadway in New York City, seeks a highly motivated and dynamic Institutional Giving Manager. Reporting to the Director of Development, this position is an integral part of the Development team and works with members of the entire staff to coordinate and implement all foundation, corporate, and government outreach initiatives.

Responsibilities include:

- Working with the Executive Director and Director of Development to develop fundraising strategies and proposals
- Stewarding relationships with existing institutional funders and generating all written correspondence relating to foundation, corporate, and government grants, including proposals, reports, budgets, and letters
- Developing and maintaining the institutional giving calendar and efficiently managing deadlines
- Identifying, researching, and providing stewardship for institutional prospects; matching prospects with appropriate funding opportunities and projects
- Working with the Directors of Development and Marketing to implement Symphony Space's corporate sponsorship program
- Representing Symphony Space at various events and conferences, both in- and out-of-house

Requirements: The ideal candidate will have a minimum of five years institutional fundraising experience with a solid understanding of the fundraising landscape of New York City. A background in arts and culture is preferred. Additional essential characteristics include:

- Demonstrated success in donor cultivation and securing support from foundation, corporate, and government sources
- Excellent written, verbal, and interpersonal skills, and the ability to inspire the respect and confidence of stakeholders, fundraising prospects, and institutional funders
- Exemplary organizational and budgeting skills as well as the ability to take initiative and manage multiple tasks and projects
- Approach that is thoughtful, detail-oriented, and creative
- Knowledge and facility with relational fundraising databases (Raisers Edge, Donor Perfect, Tessitura) and the capacity to optimize their use in support of institutional fundraising goals
- Proficiency with Microsoft Office
- Familiarity with the annual CDP protocol

Compensation: Competitive salary, with these benefits available: health and life insurance; flexible spending plan (FSA); an annuity plan; and three (3) weeks' vacation.

At Symphony Space, we believe the arts are for everyone. For more than three decades, Symphony Space has presented a full slate of artistically and culturally diverse music, literature, film, family, and arts education programs on our stages—and in classrooms throughout the five boroughs. A New York City cultural icon with a national reach, Symphony Space continues to build upon its rich history as one of New York's most vibrant hubs for culture, ideas, and community.

Symphony Space is an equal opportunity employer.

Please submit your cover letter, resume and salary requirements to:

Brenda Murad, Director of Development
brenda.murad@symphonyspace.org

No phone calls please.