



INDIANAPOLIS SYMPHONY ORCHESTRA

JOB DESCRIPTION

JOB TITLE: Partnerships Manager

DEPARTMENT: Development

REPORTS TO: Director of Partnerships

POSITION SUMMARY:

The Partnerships Manager is a full-time position that manages the benefit fulfillment and stewardship of all corporate partners, as well as portfolio foundation and government funders. The position will support the Director of Partnerships. The Partnerships Manager must be able to work independently while also working collaboratively as a member of the ISO Development team.

REPRESENTATIVE DUTIES AND RESPONSIBILITIES:

- Manage the fulfillment of customized benefits packages for all corporate sponsors. Track all sponsorship agreements and oversee the implementation of all benefits, including, but not limited to:
 - Planning sponsorship events (catering, room set-up, day-of event supervision, etc.).
 - Managing logo/name recognition of all sponsors throughout the season across all print and digital mediums (marketing materials, marquee banners, program book, stage announcements, etc.).
 - Coordinating ticket distribution for all sponsors.
 - Serving as a “VIP concierge” for sponsor event or ticketing needs.
- Write copy for monthly Corporate Sponsor e-newsletters and manage distribution lists
- Secure in-kind donations of food and beverage to be used for events.
- Plan and implement corporate prospect and business to business events.
- Supervise all Kroger *Symphony on the Prairie* and AES Indiana *Yuletide Celebration* sponsor activation and staffing.
- Manage a small portfolio of foundation/government supporters. Prepare written grant proposals and reports according to established deadlines.
- Gather required grant proposal and report information from internal and external sources.

- Assist with research, prospecting, and cultivation efforts of the Institutional Giving team.
- Update and manage related pages of the ISO website.
- Organize meet & greet opportunities with guest artists for sponsors and donors.
- Prepare solicitation, cultivation and proposal materials for assigned corporate sponsors and foundations.
- Regularly staff concerts and events to manage on-site sponsor activation.
- Recruit, train and supervise Institutional Giving interns.
- Manage the corporate direct mail campaign.
- Assist with administrative activities related to corporate gift tracking. Oversee corporate database and all corporate tracking spreadsheets.
- Continually refine processes to increase the efficiency of corporate fundraising and benefit fulfillment.
- Other duties as assigned by the Vice President of Development or the Director of Partnerships.

QUALIFICATIONS:

- Passion for the arts and the mission of the ISO and a dedication to promoting the ISO's fundraising priorities.
- Three years of Development experience preferred.
- Strong interpersonal, oral, and written communication and presentation skills with the ability to represent the ISO's mission and interests to a diverse group of people.
- Experience with project management; ability to establish and monitor priorities, remain flexible, meet deadlines, and have fun.
- Ability to handle calmly and efficiently situations ranging from routine to highly complex.
- Demonstrated ability to multi-task and work successfully in a fast-paced environment with a high degree of attention to detail and minimum supervision.

WORKING CONDITIONS:

- Frequent evening and weekend responsibilities.
- Must be able to travel around the region.
- Must be able to walk on uneven surfaces in the Hilbert Circle Theatre and at Conner Prairie for Kroger *Symphony on the Prairie* with or without accommodation.
- Must be able to maneuver various locations for donor and prospect meetings.
- Requires visual and hearing acuity to sit at a computer for several hours at a time and speak on the phone.
- Frequently moves about the office to collaborate with colleagues.
- Bending, stooping, and walking on uneven surface off-site.
- Occasionally lifts, carries, or otherwise moves and positions objects weighing up to 35 pounds.

TECHNICAL PROFICIENCIES:

- Must be an intermediate user of Word, Excel, Power Point, and Outlook. Must have the confidence and technical acuity to quickly learn Tessitura and prospect research programs.

INTERPERSONAL CONTACTS:

INTERNAL: Frequent contact with all levels of staff, musicians, stagehands, and volunteers.

EXTERNAL: Board members, donors, volunteers, corporate officers, foundation and government staff, civic leaders.

CONTENT OF CONFIDENTIAL INFORMATION:

- Will have access to personal and financial information on donors, prospects, Board members, ticket buyers, and employees.

SPAN OF SUPERVISION:

- Supervision of volunteers and interns.

OUR MISSION

To inspire, entertain, educate and challenge through innovative programs and symphonic music performed at the highest artistic level.

OUR VALUES

At the Indianapolis Symphony Orchestra, we are one team committed to achieving our mission through:

- Outstanding **performance** on and off the stage.
- Extraordinary **service** to both internal and external customers.
- A compassionate workplace built on **trust** and **mutual respect**.
- A culture of **flexibility** and **openness to change**.

The Indianapolis Symphony Orchestra is proud to be an Equal Opportunity Employer. All qualified applicants will receive consideration without regard to race, color, religion, gender, national origin, age, disability, sexual orientation, veteran status or any other status protected by law.

Resume and cover letter should be sent to jobs@indianapolissymphony.org

