



## **JOB DESCRIPTION**

**JOB TITLE:** Director of Corporate & Foundation Giving

**DEPARTMENT:** Development

**REPORTS TO:** Vice President of Development

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### **POSITION SUMMARY:**

The Director of Corporate and Foundation Giving is a full-time position responsible for leading the strategic management of institutional giving for the ISO, including corporate, foundation and government support, as well as oversight of special events. In partnership with the Board, CEO and Vice President of Development, this position will identify, cultivate, solicit, steward and maintain relationships with businesses, foundations and government agencies.

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### **REPRESENTATIVE DUTIES AND RESPONSIBILITIES:**

- Design and implement a comprehensive strategy to identify and solicit sources of private and public institutional support
- Lead the Institutional Giving Team in securing gifts that meet or exceed annual revenue goals
- Plan and execute cultivation visits by the CEO and Vice President of Development, engaging Board Members and other staff as appropriate
- Build relationships between the ISO and businesses, foundations and government agencies at local and national levels
- Research, identify and cultivate new funding opportunities from institutions
- Supervise Associate Director of Corporate Giving, Corporate Stewardship Associate, and the contractor for grant management
- In partnership with the contracted grant manager, prepare highly competitive sponsorship proposals, grant requests and other collateral materials for solicitation purposes
- Provide strategic assistance and oversight for all special fundraising events, and for corporate partnerships outside of traditional sponsorships

- Attend events at the ISO and in the community throughout the season encouraging the development of relationships with the ISO's institutional donors
- Assist with donor relations events i.e. SOTP table hosting, Founders' Room, etc.
- Other duties as assigned

#### **MINIMUM REQUIREMENTS:**

Bachelor's Degree required. Additional certificates or degrees a plus. Four - six years of experience in development or sales is preferred. Excellent skills in project management and budget preparation and management. Outstanding written and oral communication skills, high level of organization and ability to manage complex projects simultaneously. Must be at least 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. Must be available for frequent weekend and evening responsibilities and able to travel around the region.

#### **INTERPERSONAL CONTACTS:**

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

**EXTERNAL:** Board of Directors, civic leaders, volunteers, artists and patrons

#### **CONTENT OF CONFIDENTIAL INFORMATION:**

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

#### **SPAN OF SUPERVISION:**

- Associate Director of Corporate Giving
- Corporate Stewardship Associate
- Grants Manager Contractor

## **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.*

**Applications for this position should be sent to  
[jobs@indianapolissymphony.org](mailto:jobs@indianapolissymphony.org).**