

JOB TITLE: Corporate Stewardship Manager

DEPARTMENT: Development

REPORTS TO: Director of Corporate and Foundation Giving

POSITION SUMMARY: Reporting to the Director of Corporate and Foundation Giving, the Corporate Stewardship 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 and Associate Director of Corporate and Foundation Giving. The Corporate Stewardship 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 and executing 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 events or ticketing needs.
- Supervise all Kroger Symphony on the Prairie and AES Indiana Yuletide Celebration sponsor activation and staffing.
- Ensure detailed notes and records for all corporate and foundation partners are kept up to date in Tessitura.
- Build relationships with key sponsor contacts.
- Assist with research, prospecting, and cultivation efforts of the Corporate and Foundation Giving team.
- Manage small portfolio of corporate and in-kind vendors and sponsors.
- Update and manage related pages of the ISO website.
- Collaborate with Operations, Artistic, Education/Community Engagement, Marketing, Patron Services and Group Sales Manager to ensure the needs of sponsors are addressed.
- Organize meet & greet opportunities with guest artists for sponsors and donors.
- Prepare solicitation, cultivation and proposal materials for assigned corporate sponsors and foundations, as needed.

- Oversee annual corporate mailing to solicit donations from local companies.
- Manage all stewardship activities for corporate and foundation supporters, including, but not limited to, seat notes, holiday card mailings, Thankview emails, gift baskets, and more.
- Assist with administrative activities related to corporate gift tracking, including data entry in Tessitura, invoicing, etc.
- Oversee and fulfill ticket donation requests in collaboration with the Box Office.
- Assist the Corporate and Foundation Giving team in planning and executing the ISO's annual golf fundraising event.
- Engage local businesses to participate in lobby experiences for our concert series (especially Uncharted Series).
- Attend events throughout the season encouraging the development of personal relationships with the Symphony's donor family.
- Continually refine processes to increase the efficiency of corporate fundraising and benefit fulfillment.
- Responsible for meeting agreed upon contributed revenue goals assigned to this position.
- Other duties as assigned by the Vice President of Development or the Director of Corporate and Foundation Giving.

MINIMUM REQUIREMENTS:

- Bachelor's Degree in arts administration, non-profit management, public affairs or equivalent combination of training and experience.
- Excellent oral, written, interpersonal, analytical and organizational skills required.
- Must have an eye for detail and be customer service oriented.
- 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.
- Interest in all aspects of the arts and a dedication to promoting the ISO's fundraising priorities through developing excellent working relationships with musicians, directors and other volunteers, the development office team and all ISO employees.
- Experience with project management; ability to establish and monitor priorities, remain flexible, meet deadlines, and have fun.
- Demonstrated ability to multi-task and work successfully in a fast-paced environment with a high degree of attention to detail and minimum supervision.
- Must be willing to work some evenings and weekends. Must have reliable transportation.

INTERPERSONAL CONTACTS:

INTERNAL: Contact with staff at all levels, musicians, and stagehands.

EXTERNAL: Contact with board members, volunteers, sponsors and prospects.

CONTENT OF CONFIDENTIAL INFORMATION:

The Corporate Stewardship Manager will have access to sensitive and confidential information relating to his/her colleagues as well as donor and ticket buyer information in Tessitura. The employee will be charged with not only using sensitive information responsibly, but also with ensuring that all department staff members do the same.

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.