

# RICHMOND SYMPHONY

<b>Title</b>	Grants and Foundations Coordinator	<b>Reports To</b>	Donor Relations Manager
<b>Department</b>	Advancement and Patron Communications	<b>Classification</b>	Non-Exempt

## Position Summary

Is your heart in the nonprofit world? Are you passionate about the arts? Do you enjoy a vibrant, fast-paced environment? Bring your energy and enthusiasm to the Richmond Symphony in the role of the Grants and Foundations Coordinator. You will help change lives through the power of music by being responsible for the Richmond Symphony's foundation and government funder relationships. This includes preparing grant applications and reports, prospect researching for new funders, stewardship of institutional constituents and assisting the Advancement team and organization to reach its annual fund goal.

## Essential Functions

- Research and write grant applications with a revenue goal of at least \$600,000 per year
- Manage the tracking of existing grants and reporting through the organization's donor database
- Seek additional grant opportunities as appropriate
- Prepare renewal grants as applicable with local, regional and national government agencies and private foundations
- Edit draft applications for accuracy and completeness in accordance with grant requirements
- Work collaboratively with Advancement and other departmental staff to implement funding strategies
- Maintain regular communications across the Symphony's departments to collect data, project details and stories for application and reporting needs
- Cultivate giving opportunities with local associations such as rotary clubs, Kiwanis chapters, etc.
- Prepare and submit reports on time as required by funders
- Develop and manage an annual communication plan for local, state and national elected officials
- Organize volunteer opportunities for solicitations and cultivation processes, e.g. envelope stuffing, phone banking, etc.
- Participate in and provide staff support as appropriate to select Board committees including, but not limited to the Government Advocacy and Development committees, as well as RS team meetings
- Maintain a visible presence at concerts and cultivation events
- Support the Advancement team with special events and other fundraising activities

## Minimum Qualifications

- Regular attendance and punctuality
- Organizational fit for the Richmond Symphony culture. **Exhibits the Symphony values of passion, inclusion, welcoming, innovation, and quality.**
- One year of grant writing experience (preferably with an arts organization)
- Excellent software skills in Google and Microsoft Office applications
- Exhibit keen interest in serving an artistic organization. A passion and/or prior knowledge with classical music is preferred.
- Nonprofit work experienced preferred
- Experience working with Customer Relationship Management (CRM) databases (Bloomerang and eTix preferred)
- Successfully pass a background check
- Legally eligible to work in the country in which the position is located

## Knowledge, Skills and Abilities

- Knowledge of Greater Richmond and Virginia government and foundation funders desirable
- Proven track record of effective time management
- Strong personal organization skills
- Ability to successfully multi-task and meet simultaneous deadlines
- Compelling, concise and excellent writing skills
- Demonstrates a commitment to the principles of teamwork, collaborative creation, and shared responsibility
- Must be able to act with discretion in handling confidential conversations, correspondence and individual records
- Effective oral and written communication skills
- Proactive in identifying issues and problem solving with the Advancement team and/or Advancement & Patron Communications department
- Ability to relate to a diverse group of constituents – fellow staff, musicians, donors, Board members, audiences and community members, etc.

## Working Conditions and Environment

- Combination of in-person and remote work, with at least 60% of total work time required in-person (24 hours or 3 days)
- Dedicated work space within the Richmond Symphony offices
- Computer and other office equipment provided
- Presence and participation at evening and/or weekend concerts, events and other activities will be expected

## Benefits & Salary

- Benefits include health insurance, dental insurance, telemedicine and vision benefits, flexible spending or health savings accounts, disability insurance, company holidays, sick and vacation time off, free parking and a 403(b) plan
- Annual salary of \$32,000 - \$36,000

## How to Apply

- Applications will be accepted and reviewed until the position is filled
- Applicants must submit a resume, cover letter and two professional references
- Applicants will be asked to respond to a written prompt during the interview process
- Any offer of employment is contingent upon a background check
- Submit materials to [apply@richmondsymphony.com](mailto:apply@richmondsymphony.com)