Position Title: Director of Foundation and Corporate Relations  
Department: Development  
Reports To: VP for Development  
Supervision Exercised: None  
FLSA Status: Full time, exempt  
Prepared by: Hilary Blakemore  
Prepared date: 08/07/23  
Approved by: Janice Romano  
Approved date: 08/11/23  

SUMMARY:  
The Director of Foundation and Corporate Relations is responsible for developing and administrating grant proposals and associated reports on an annual basis. This role encompasses strategic grant planning, data collection, research, and stewardship of relationships with various foundations, and other grant-making entities. Within this capacity, the Director actively identifies new avenues for funding and skillfully crafts persuasive messaging that effectively conveys the Oregon Symphony’s mission, programs, and impact to ongoing and potentials funders. The primary responsibilities are two core areas: portfolio management (assigned portfolio of institutional sources valued at $1M+) and prospect coordination (coordination of assigned institutional sources to CEO/VP for Development valued at $2M+).

The Director works in close collaboration with the development, education/community engagement, operations, finance, and marketing departments to develop projects for funding, produce project budgets, and coordinate required attachments for proposals. The position works in close collaboration with the VP for Development and the President/CEO on key funding strategies and submission of grant timelines.

Position requires the flexibility to work evenings and weekends as needed during concert season.

ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Provide leadership for developing the foundation, corporate, and government giving program pipeline, collaborating as needed with the VP for Development on goal-setting, campaign strategies, timeline, and prospect identification methods.

2. Prepare grant applications, proposals and reports to foundations, corporate, and government funders. Establish and maintain strategic relationships with key foundation and corporate staff, providing site visits as appropriate.

3. Create, maintain, and implement a robust calendar of internal and external deadlines related to institutional funding—letters of inquiry, proposals/applications; interim and final reports.
4. Conduct ongoing and relevant research of funding sources to identify new or increased funding opportunities for programs, concerts, or events. Identify and maintain research tools (online sources, directories, etc.) necessary to maintain appropriate level of research.

5. Establish and maintain complete, timely, and accurate record in Tessitura database of portfolio work plan, following established data guidelines. Provide forecasts of portfolio to VP as required. Maintain current electronic records for all grantmaking organizations including all supporting documentation related to grant applications, proposals, and reports.

6. Take responsibility to ensure accurate gift entry, acknowledgments and pledge invoices for donors in assigned portfolio, and for institutional funders in other portfolios.

7. Provide additional writing support for major gift proposals, campaign materials, gala script and other institutional strategic initiatives.

8. Create the organization’s Annual Report.

9. Additional projects and job functions as assigned.

QUALIFICATIONS: The requirements listed below are representative of the knowledge, skill, and/or ability required to perform this job successfully. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Bachelor's degree plus 3+ years' experience in Development, specifically with grant management and proposal writing; or equivalent combination of education and experience. Evidence of ability to achieve goals.
- Working knowledge of key Oregon institutional funding environment. Experience with federal grants including NEA a plus.
- Outstanding organizational skills; self-starter; ability to manage multiple/competing projects and deadlines.
- Outstanding and versatile written communication skills. Ability to read, analyze and interpret complex documents including budget information.
- Collaborative team player; enjoys strong, positive relationships within and across functional teams.
- Robust knowledge of use and applications of Excel and other programs in the Microsoft Office suite.
- Experience with tracking work in a donor database; experience with Tessitura a plus.
- Positive, imaginative, and pragmatic approach to problem-solving.
- Sense of humor required. Passion for live symphonic music a plus.

COMPETENCIES: To perform the job successfully, an individual should demonstrate the following competencies:

- **Ethics** – Treats everyone with respect; Keeps commitments; Inspires the trust of others; Works with integrity and ethically; Upholds organizational values; Maintains confidentiality.
- **Customer Service** – Displays courtesy and sensitivity; Meets commitments; Responds promptly to customer needs; Solicits customer feedback to improve service.
- **Teamwork** – Balances team and individual responsibilities; Exhibits objectivity and openness to others' views; Gives and welcomes feedback; Contributes to building a
positive team spirit; Puts success of team above own interests; Supports everyone's efforts to succeed; Shares expertise with others.

- **Analytical** – Synthesizes complex or diverse information; Collects and researches data; Uses intuition and experience to complement data; Designs work flows and procedures.

- **Problem-Solving** – Identifies and resolves problems in a timely manner; Gathers and analyzes information skillfully; Develops alternative solutions; Works well in group problem-solving situations; Uses reason even when dealing with emotional topics.

- **Communication** – Speaks and writes informatively, clearly and persuasively; Listens and gets clarification; Responds well to questions; Demonstrates group presentation skills; Participates in meetings; Varies writing style to meet needs; Edits work for spelling and grammar; Presents numerical data effectively; Able to read and interpret written information.

- **Change Management and Adaptability** – Develops workable implementation plans; Monitors transition and evaluates results; Adapts to changes in the work environment; Manages competing demands; Changes approach or method to best fit the situation; Able to deal with frequent change, delays, or unexpected events.

- **Business Acumen and Fiscal Management** – Understands business implications of decisions; Displays orientation to profitability; Demonstrates knowledge of market and competition; Aligns work with strategic goals; Works within approved budget; Contributes to profits and revenue; Develops and implements cost saving measures; Conserves organizational resources.

- **Organizational Support** – Follows policies and procedures; Completes administrative tasks correctly and on time; Supports organization's goals and values; Observes safety and security procedures; Respects diversity.

- **Judgment** – Displays willingness to make decisions; Exhibits sound and accurate judgment; Supports and explains reasoning for decisions; Includes appropriate people in decision-making process; Makes timely decisions.

- **Planning/Organizing** – Prioritizes and plans work activities; Uses time effectively and efficiently; Plans for additional resources; Sets goals and objectives; Organizes or schedules other people and their tasks; Develops realistic action plans.

- **Professionalism** – Approaches others in a tactful manner; Reacts well under pressure; Treats others with respect and consideration regardless of their status or position; Accepts responsibility for own actions; Follows through on commitments.

- **Quality and Quantity** – Demonstrates accuracy and thoroughness; Looks for ways to improve and promote quality; Applies feedback to improve performance; Monitors own work to ensure quality; Meets productivity standards; Completes work in timely manner; Strives to increase productivity; Works quickly.

- **Dependability** – Is consistently at work and on time; Follows instructions, responds to management direction; Takes responsibility for own actions; Keeps commitments; Commits to long hours of work when necessary to reach goals; Completes tasks on time or notifies appropriate person with an alternate plan; Plans in advance for time off.

- **Motivation and Initiative** – Requires minimal supervision; Sets and achieves challenging goals; Demonstrates persistence and overcomes obstacles; Measures self against standard of excellence; Takes calculated risks to accomplish goals; Volunteers readily; Undertakes self-development activities; Seeks increased responsibilities; Takes independent actions and calculated risks; Looks for and takes advantage of opportunities; Asks for and offers help when needed.
**PHYSICAL DEMANDS:** The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this position, the employee is regularly required to sit; use hands to finger, handle, or feel; reach with hands and arms and talk or hear. The employee is occasionally required to stand and walk. The employee must occasionally lift and/or move up to 10 pounds. Specific vision abilities required by this job include close vision, depth perception and ability to adjust focus for use of computer monitor.

**WORK ENVIRONMENT:** The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this position, the employee is occasionally exposed to moving mechanical parts such as printers. The noise level in the work environment is usually moderate.

This position is currently following a weekly hybrid work model (working remotely and in-office).