



JOB DESCRIPTION

Institutional Giving Officer

The Organization

The Detroit Symphony Orchestra is known internationally for trailblazing performances, collaborations with the world's foremost musical artists, and a deep commitment to serving our community. Making its home in historic Orchestra Hall at the Max M. and Marjorie S. Fisher Music Center, the DSO actively pursues its vision to be an inclusive and culturally relevant community where all people can experience their world through music.

The DSO is a complex organization. Operating 365 days per year, we are a performing arts institution, an educational facility, and a community center. We are governed by an independent Board of Directors and employ both union and non-union employees as musicians, stage crew, and administrative staff. Creating a unified culture throughout the institution is an organizational imperative. The DSO offers a unique, fast-paced working environment and an excellent overall compensation package. The Detroit Symphony Orchestra is an Equal Opportunity Employer.

The DSO makes its home in historic Orchestra Hall, one of America's most acoustically perfect concert halls, and actively pursues a mission to impact and serve the community through music. For more information visit www.dso.org.

Position Summary

Reporting to the Senior Director of Advancement the Institutional Giving Officer will manage the grant cycle process for foundation partners, including written proposals and reports for the DSO's portfolio of institutional donors. The Institutional Giving Officer will regularly coordinate with many departments to grow the DSO's funding base.

Specific Duties and Responsibilities

- Draft proposals to foundations and corporate funders, with the goal of increasing the DSO's cumulative foundation and corporate support
- Research for funding opportunities; Ensure a strong pipeline of new foundation and corporation prospects through ongoing research.
- Develop a comprehensive grants calendar that will ensure that new and renewed proposals, reports, and other materials are submitted on time.
- Provide detailed reports to funders (when requested)
- Identify various departmental funding needs semi-annually
- Lead work groups comprised of members from other departments within the DSO to gather the necessary information to fulfill foundation requirements and to steward relationships with foundation/corporate funders.
- Ensure grants are implemented according to the organizational and financial needs of the DSO.

Experience

- 3-5 years' experience in grant writing and fundraising success
- Bachelor's degree or related experience required
- Demonstrated ability to work independently, formulating multi-year strategies and conceiving the plans required to achieve the strategy
- Must be able to generate creative ideas that align funder requirements with DSO programmatic needs
- Project management skills with a track record of exceeding expectations while delivering on-time and on-budget results in a complex, fast-paced environment where autonomy work coupled with the ability to lead teams of colleagues
- Strong computer skills required, including Microsoft Office
- An understanding of the dynamics of customer/patron loyalty and donor retention a plus
- Experience with databases, especially Tessitura, a plus

Personal Attributes and Competencies

- Exceptional writing and proof-reading skills, and have a demonstrated knowledge of the grant writing cycle
- Action-oriented, decisive, quick study with proven ability to accurately analyze financial and programmatic information
- Must have exemplary attention to detail
- Ability to work well under pressure, persistence, perseverance, tenacity, integrity, and patience
- Must be able to work independently but keep the Advancement team updated on grant(s) progress.
- Strong interpersonal and communication skills
- Action-oriented, decisive, quick study with proven ability to accurately analyze information
- High energy with a positive attitude and the ability to provide superior patron service
- Must be able to work independently but keep the Advancement updated on event progress.

Please send resume to advancementjobs@dso.org for consideration.