



**Position:** Institutional Relations Manager

**Department:** Development

**Reports to:** Director of Development

**Direct Reports:** 0

**Status:** Full-time, Exempt

**Salary:** \$37,000

---

This role is a key team member, responsible for effectively telling the VSO's unique story of artistic engagement and community engagement throughout our region to generate awareness of and attract funding for our forward-thinking mission. The team member will work alongside a highly motivated team of Development professionals and serve as a creative force to further the VSO's mission as one of the foundational arts organizations in Hampton Roads.

## **Principal Responsibilities:**

### **Grants Relationship and Funding Management:**

- Manage a portfolio of foundations, government grantors, corporations, and family foundations and trusts (and related individuals) serving as the point of contact and relationship manager for these entities; engaging through phone calls, meetings, and site visits.
- Deepen and cultivate new and existing relationships with key stakeholders through appropriate activity including but not limited to inviting and accompanying current and prospective donors to VSO concerts and events, attend and report at regular meetings of institutional funders, ensure regular and timely updates through various means for decision-makers
- Research and draft proposals for grant support. The research includes familiarization with funding priorities and creatively matching projects to fall within those guidelines. Collaborate with artistic and programmatic team to develop projects that align funders' interests with the VSO's mission.
- Collect data and ensure compliance with all requirements of awarded grants. Prepare all required reports and ensure they are submitted complete and on time. Track, invoice and acknowledge timely all awards.
- Research and identify *new* sources of support from foundations and public entities; which will result in new funding for VSO programs.
- Develop and assist in implementing assessment strategies and measures, budgets, and project timelines.

### **Requirements:**

- Outstanding written and verbal communication skills including the ability to speak and write persuasively about the impact, goals, and needs of the Virginia Symphony Orchestra
- Strong organizational and analytical skills with the ability to initiate and complete multiple projects and assignments simultaneously with minimal guidance and on time
- Successful experience in institutional fundraising, resulting in solid relationships and meeting ambitious revenue goals.

- Ability to gather, analyze and summarize information including numerical and financial data.
- Ability to work as part of a team, as well as the ability to work independently to complete tasks on time.
- Commitment to maintaining the confidentiality of data, including personal patron and donor information.
- Ability to effectively interact with donors and patrons through strong oral communication.
- Proficiency in or ability to learn and use Tessitura and OPAS software.
- Proficiency in the Microsoft Office suite with an emphasis in Word and Excel.
- Must have a solid commitment towards diversity, inclusion, and equity.

**To apply:** Interested candidates should submit their resume and cover letter via email to JP Paul, Director of Development, at [jpaul@virginiasymphony.org](mailto:jpaul@virginiasymphony.org). Please use the subject line: Institutional Relations Manager + your name. This position is open until filled.

**VSO Statement on Attracting Candidates from All Backgrounds:**

Equity, Diversity, and Inclusion are music to our ears! The Virginia Symphony Orchestra is an Equal Opportunity Employer committed to increasing diversity among our applicant pool, our musicians, our staff, our board of directors, and in our program offerings. We strongly encourage people from all backgrounds, especially Black, Indigenous, and all People of Color, as well as people with non-traditional experience and educational backgrounds, to apply for this position