

JOB TITLE: Foundation & Corporate Relations Officer (Full-time, Non-Exempt)

DEPARTMENT: Development

SUPERVISOR: Chief Advancement Officer (CAO)

POSITION OVERVIEW:

This position will focus on foundation, county, state, and federal grant proposal development. Key responsibilities include the development of streams of fundraising across the region focused on corporate relations, inclusive of developing local corporate partnerships, and corporate grants. The process is to be implemented through an overall strategic plan for foundation and corporate giving engagement that supports the short- and long-term goals of FGO.

Essential Duties and Responsibilities:

- Together with CAO, participate in the development department's strategic planning process to ensure integration of fundraising, awareness, and philanthropy.
- Accomplish quantitative financial goals as defined by CAO
- Develop and steward relationships with foundation, government and corporate contacts
- Manage the grant/ corporate proposal calendar
- Generate grant applications and proposals in partnership with the Development Team and other members of the staff
- Implement short and long-term corporate and grants plans and budgets to support strategic goals.
- Research giving history and guidelines of current and prospective foundation, government and corporate funders
- Submit all mid-term and final report documents in a timely and accurate manner
- Fulfill all grant/corporate requirements, including appropriate recognition and benefit delivery
- Track solicitation activity and results in Tessitura
- Maintain updated corporate and grants profile information.
- Establish and maintain benefit agreements with all entities.
- Attend business, community, government entity events and workshops leading to networking opportunities.
- Network with appropriate organizations to build organizational presence in the foundation/corporate community.
- Together with the Chief Marketing Officer, implement, track, and manage corporate fundraising initiatives and subsequent marketing campaigns with corporate partners.
- Assist in the management of all cultivation events, providing the customer service needs of all institutional stakeholders
- Ability and willingness to work flexible hours, including evenings and weekends as required.
- Accomplishment of both quantitative and qualitative goals as determined by the CAO.

Education & Desired Qualifications

Bachelor's degree in arts administration, business, marketing, communications, music, or related skill.

Ability to solicit foundation/corporate gifts, sponsorships, and work as a member of a solicitation team as well as all necessary follow up (via phone, email, or in-person meetings) in order to close or disqualify the prospect.

Ability to create and manage timelines and deadlines to achieve grant, foundation, and corporate goals – long and short-term.

Accountable for responding to supporters in a timely fashion – i.e. prospects, partners, volunteers, participants, donors.

Works quickly and efficiently with strong time management skills.

Self-starter, highly organized, detail oriented, and able to handle multiple projects simultaneously in a fast-paced environment.

Previous experience in developing relationships with constituents and corporations while achieving annual goals a plus.

Enjoy working on a team and face-to-face interactions with all types of people.

Serve as an organizational ambassador at select event.

Works independently and thrives in a results-oriented culture of accountability.

Ability to sit and stand for long periods of time

Ability to lift up to 20lbs if necessary

Excellent writing and communication skills with a diligent attention to detail. Proficient use of MSOffice (including Outlook, Word, Excel, and PowerPoint) is required. Knowledge of Tessitura or other CRM a plus.

Perform other duties as assigned.

Salary: Commensurate with experience

How to apply: Please send resume, cover letter, writing sample, and three professional references to jobs@fgo.org.

Application Deadline:

Application review begins immediately; applications will be accepted until position is filled. Florida Grand Opera cultivates a work environment that encourages fairness and respect among all employees. We are committed to maintaining a work atmosphere in which people of diverse backgrounds may grow personally and professionally. We are an equal opportunity employer. We will not discriminate against an employee or applicant because of race, religion,

gender, national origin, ethnicity, age, physical disabilities, sexual orientation, gender identity or expression, marital status, or veteran status in hiring. Opportunity is provided to all employees based on qualifications and job requirements.