



Grants Manager Charlotte Symphony

Who We Are:

The Charlotte Symphony (CSO) has brought music to millions of concertgoers and generations of schoolchildren for more than eight decades, boasting a longer legacy than any orchestra in the region. As the largest professional performing arts organization in the central Carolinas, the CSO has grown into a premier musical institution that now delivers more than 70 concerts and directly touches more than 130,000 people each year.

Why You Should Work for Us:

Music comes to life here. With more than 62 full-time musicians and a staff of more than 30, the CSO is home to our region's most passionate advocates for live orchestral music. Beyond the concert hall, we endeavor to ignite a passion for music in people across our community through education programs, free concerts and partnership with organizations ranging from Community School of the Arts to UNC Charlotte.

Position Summary:

The Grants Manager is responsible for securing funds for the Charlotte Symphony through grants and proposals to foundation and corporate funders. The Grants Manager will initiate, cultivate and maintain successful relationships with national, regional and local grant-making individuals and organizations. Accurate data management; on-time grant submission; timely and appropriate stewardship activities and comprehensive reporting on grant status are key to success in this role.

Position: Grants Manager
Department: Development
FLSA Grade: Exempt
Reports To: Vice President of Development

Essential Functions:

- Conduct the full range of activities required to prepare, submit, and manage grant proposals to foundation, government and corporate sources
- Maintain internal case documentation, updating as needed for the most current and accurate language describing CSO projects & programs
- Perform ongoing research to qualify prospects for foundation, government and corporate grants
- Maintain an accurate and up-to-date account of grant makers in development database, tracking prospects, solicitations, follow-up, funding, meeting notes, reporting and research
- Present regular reports as to the status of prospects and donors
- Work collaboratively with and in support of other members of the Development team and other Symphony employees as needed to cultivate and solicit donors
- Focus on securing support for a set of institution-wide priorities that include unrestricted annual support, special project support, endowed chairs, and endowment
- Interact with development staff, high level donors and prospects and staff and musicians of the CSO

Requirements:

- Two years' experience in research and grant writing in non-profit fundraising
- Bachelor's Degree
- Broad knowledge of the principles of fundraising
- Fundraising database skills in data input and retrieval
- Experience working in deadline-driven environments
- Ability to work well in a team environment and handle multiple assignments
- Excellent oral, written and interpersonal skills
- Strong organizational, problem solving, research and analytical skills
- Self-starting, sophisticated, creative, and have strong attention to detail
- Flexibility to work evenings and weekends
- Music / arts background and deep knowledge of the Charlotte community a plus

To apply:

Qualified candidates should submit a thoughtful letter of interest, resume, salary history and at least three professional references by email, with the subject line "Grants Manager" to mhamilton@charlottesymphony.org.

Applications accepted by email only.

No telephone calls / No agency resumes accepted. EOE M/F/V/D