



Position Description

Title: Grants & Impact Manager

Department: Development

Reports to: Director of Development

Status: Full-time exempt, eligible for benefits

Position Overview

The Orlando Philharmonic Orchestra is seeking an exceptional individual for the position of Grants & Impact Manager. This position is responsible for writing/managing grants from corporate, foundation, and government funders. The Grants & Impact Manager will be responsible for preparing grant proposals, tracking outcomes/outputs, communicating impact, developing institutional marketing communications, managing/preparing reports, and identifying new sources of revenue to maximize support in alignment with organization priorities. To accomplish this, the selected candidate must have excellent time management skills, high attention to detail, and superior communication, research, writing, and project management skills.

Essential Responsibilities

- Manage, maintain, and grow funding opportunities to support the financial needs of the Orlando Philharmonic Orchestra
- Work closely with the Director of Development to establish fundraising goals
- Proactively manage the complete grant process, including letters of inquiry, proposals, tracking/measuring outcomes/outputs/impact, reports, disbursements, and stewardship
- Focus on securing support for institutional priorities, including annual operations, concert and education programming, special projects, and capital needs
- Work directly with internal departments to identify funding needs, build the case for support for each program, and provide exceptional stewardship to funders
- Propose, coordinate, develop, write, and edit content for all grant proposals
- Track and fulfill application and report deadlines
- Perform ongoing research to identify and qualify new grant prospects
- Work with the Finance Department to create project budgets, track expenses, and fulfill financial reporting requirements
- Arrange and prepare for site visits and other meetings with funders as needed
- Maintain accurate records and report regularly on progress
- Track contact information, correspondence, needs, and deadlines of grantors in Tessitura CRM system
- Track, organize, and communicate program outcomes/outputs/impact
- Assist with the development of institutional marketing communications
- Prepare reports for board and committee meetings as requested
- Attend concerts and support events as needed
- Serve as an ambassador within the community
- Perform other related duties as assigned

Qualifications

Education and Experience: This position requires a Bachelor's degree in related discipline, at least 2 years of grant management experience, and a demonstrated record of success securing grant funding. Experience with Division of Cultural Affairs, Orange County Arts and Cultural Affairs, and United Arts of Central Florida General Operating Support Grants is preferred.

Other Skills and Abilities: This position requires facility in the use of computer programs such Word, Excel, Outlook, and CRM databases. Experience with Tessitura preferred. An understanding of and belief in the mission of the Orlando Philharmonic Orchestra, passion for music and the arts, and a deep knowledge of the Central Florida Community is essential.



Equal Employment Opportunity: It is the policy of the Orlando Philharmonic Orchestra to employ the most qualified person available for a job. This policy recognizes individual differences and the specific demands of each position. The OPO has a firm commitment to extend equal opportunity for employment and promotion to all people without regard age, race, creed, color, disability, marital status, sex, national origin, ancestry, sexual orientation, arrest of conviction record, military service or any other characteristic prohibited by law except where a bona fide occupational qualification precludes employment.

Salary and Benefits

The Grants & Impact Manager is a full-time, exempt, benefits-eligible position. Annual salary is \$40-\$45K, commensurate with experience and qualifications. OPO offers medical and vision insurance, paid vacation, personal days, and sick leave.

Application Instructions

Send resume, cover letter, and salary expectations by November 18 to: employment@orlandophil.org.

Mission Statement: The Mission of the Orlando Philharmonic Orchestra is to enrich and inspire the diverse communities of Central Florida through the transformative power of live music.

About the Orlando Philharmonic Orchestra

Celebrating its 26th Anniversary Season in 2018-19, the Orlando Philharmonic Orchestra (www.orlandophil.org) is led by Music Director Eric Jacobsen and composed of accomplished musicians from around the world. The Philharmonic annually presents more than 170 live performances of classical, popular, and chamber music in venues across Central Florida. Known for its artistic excellence and community collaboration, the Philharmonic reaches more than 70,000 children, youth and families annually through its Young People's Concerts, Symphony Storytime Series, the Notes in Your Neighborhood program, and free outdoor community concerts.

The Philharmonic owns and operates The Plaza Live, a multi-use venue with a 900-seat theater that also houses the orchestra's administrative offices and rehearsal space. As a resident company of the Dr. Phillips Center for the Performing Arts, the Philharmonic will perform its primary subscription series concerts in Steinmetz Hall when it opens in 2020.

About Music Director Eric Jacobsen

Conductor and cellist Eric Jacobsen is in his third year as the Music Director of the Orlando Philharmonic Orchestra, where he has begun a new trend in creative programming and community engagement that has engaged a wider audience. Hailed by The New York Times as "an interpretive dynamo," he has built a reputation for engaging audiences with innovative and collaborative projects.

Jacobsen founded the adventurous Brooklyn-based orchestra The Knights with his brother, violinist Colin Jacobsen, to foster the intimacy and camaraderie of chamber music on the orchestral stage. As Music Director, Jacobsen has led that inventive ensemble at venues ranging from Carnegie Hall and Ojai Music Festival to the Dresden Musikfestspiele and the Cologne Philharmonie. Their extensive recordings include *Azul*, with cellist Yo-Yo Ma, and *the ground beneath our feet*, on Warner Classics; the Grammy-nominated Prokofiev Violin Concerto No. 2 with Gil Shaham on Canary; and three albums for Sony Classical.

In demand as a guest conductor, Jacobsen has led or will lead Camerata Bern, the Alabama, Baltimore, Detroit, and Virginia symphony orchestras, ProMusica Chamber Orchestra, Deutsche Philharmonie Merck, Saint Paul Chamber Orchestra, Naples Philharmonic, and Silk Road Ensemble. He is also an Artistic Partner of the Northwest Sinfonietta and Music Director of the Greater Bridgeport Symphony. A dedicated chamber musician, as well, Jacobsen has toured the world and recorded numerous world premieres as a member of the venerated Silk Road Ensemble and the genre-defying string quartet Brooklyn Rider.