



## **CORPORATE & FOUNDATION GIVING MANAGER POSITION DESCRIPTION**

**Position Concept:** The Corporate & Foundation Giving Manager leads all efforts for securing support from corporations, government funders and foundations. This position is directly responsible for the cultivation and solicitation of corporate sponsorships, the management of and advocacy for governmental grants and the cultivation, grant writing and stewardship for local, regional and national foundations. The Manager also solicits all in-kind/trade services and products, including those for events. This position works directly with Board members and other key volunteers in the identification, cultivation and solicitation of corporate, government and foundation support.

**Reports to:** Peter Bilotta, Director of Development

### **Position Responsibilities:**

- Personally manage the cultivation and solicitation of a portfolio of key corporate, foundation and individual prospects identified for new sponsorships or upgrading to increased levels of giving.
- Increase corporate, foundation and government support through ongoing research, identification, cultivation and solicitation of new sponsorships and grants.
- Secure the renewal of current corporate sponsors, foundations and public funders through the planning and execution of integrated stewardship activities, benefits and recognition.
- Lead the Board of Directors and other key volunteers in securing corporate, foundation and government support, including the identification, cultivation and solicitation of gifts from their personal list of prospects.
- Work in close partnership with the Director of Development, General Director, Board members, and other staff to identify corporations, foundations and institutional leaders with the capacity to make capital, planned and endowment gifts.
- Develop and execute events and activities for the purpose of cultivation and solicitation of corporate, foundation and government funders.
- Represent Portland Opera in the business community and in public advocacy activities, including city, regional and state arts funding advocacy.
- Coordinate with marketing regarding public relations, promotions, marketing materials, website and advertising related to recognition of sponsors and program-specific donors.
- Other responsibilities as assigned by the Director of Development and the General Director.

*Portland Opera exists to inspire, challenge and uplift our audiences by creating productions of high artistic quality that celebrate the beauty and breadth of opera.*



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### **JOB CONDITIONS**

**General:** The Corporate & Foundation Giving Manager is responsible for overseeing all giving from corporations, foundations and government funders. This position spends a significant portion of their time out of the office on external appointments with donors, prospects, board members and community leaders, as well as at Portland Opera activities and other community events/meetings.

This position also requires extensive office work including the writing of funding proposals, creating and maintaining paper and computer files and communicating using e-mail and telephone. Roughly 60% of time in the office is spent working at a computer workstation or on the telephone. The workspace is lit with fluorescent lighting and natural lighting. The Corporate & Foundation Giving Manager office, computer workstation, desk and other equipment are not shared and can be adjusted to make them more ergonomically comfortable.

The Corporate & Foundation Giving Manager is an exempt position which will require work outside of the standard 37.5 hour work week, including extended hours, evenings and weekends as required by Opera and Broadway performances, events and particular project work load.

**Equipment Used:** In addition to a computer workstation and telephone, the Corporate & Foundation Giving Manager uses copy machine, fax machine and printers to perform duties. Use of other office tools may occasionally be required.

**Physical Demands:** This position requires extended periods of sitting and standing. Some concentrated data entry using computer keyboard and mouse is required. Phone work is intermittent and usually not for prolonged periods of the workday. Occasional lifting tasks are required and are limited to 40 pounds or less without assistance.