



Position: Grant and Corporate Relations Coordinator
Reports to: Associate Director of Development
Department: Development
Supervises (#): 0
Status: 40 hours a week (non-exempt)

Overview

The Grant and Corporate Relations Coordinator will serve as the primary grant writer for the BPO and also oversee and manage a portfolio of 20 corporate sponsors.

Grant Writing (75%)

Author the New York State Council on the Arts, National Endowment of the Arts, and Erie County grants; author additional grants as applicable. Manage the annual grants calendar to ensure timely delivery of all grant applications and reports. Coordinate government relations and associated grants and reporting.

Corporate Relations (25%)

As a key member of the development team, the Grant and Corporate Relations Coordinator will work with all members of the Development Department on the strategy and implementation of the Annual Fund with a primary focus on corporate donors in the \$500-\$3,500 range.

Key Duties and Responsibilities

- Manage grants calendar including grant deadline dates and all reporting requirement dates.
- Author New York State Council on the Arts, National Endowment of the Arts, and Erie County grants.
- Author additional grants throughout the year as applicable.
- Manage grant reporting including serving as the primary liaison to the BPO's Finance Department on budget considerations.
- Assist in the procurement and management of government funding
- Manage a portfolio of 20 corporate sponsors in the \$500-\$3,500 giving range including the fulfillment of sponsorship benefits (i.e.; recognition, branding, concert tickets and coordination of receptions as needed).
- Assist the Associate Director of Development with the management of the Corporate Council including the coordination of quarterly meetings and ongoing communication and events throughout the year.
- Regularly attend BPO concerts and events.
- Perform other duties as assigned.

Qualifications

- Bachelor's degree and professional experience in development, non-profit management or related field; experience with annual fund programs, corporate relations and grant writing strongly preferred.
- Excellent written and verbal communication skills, as well as organizational skills and the ability to manage multiple tasks simultaneously.
- Exceptional interpersonal skills and the ability to work collaboratively with all levels of staff, volunteers, donors and prospective donors.
- Appreciation and understanding of the Buffalo Philharmonic Orchestra's mission and vision, and the ability to effectively communicate the priorities of the campaign. Knowledge of classical music a plus.
- Ability to work nights and weekends.
- Attention to detail, ability to meet deadlines, and discretion in handling confidential information.
- Proficiency with Word, Excel, PowerPoint and databases. Patron Manager experience a plus.

Salary

- Commensurate with experience

To apply, send resume and contact information for three professional references to wdiina@bpo.org by October 1, 2019.