



BOARD LIAISON AND CORPORATE GIVING MANAGER

The Dallas Symphony Orchestra has an exciting opportunity for an experienced development professional to be Board Liaison and Corporate Giving Manager. The general responsibilities of this full-time position are to provide direct, day-to-day support to the Senior Manager of Institutional Giving, while also managing the board governance process in coordination with the President & CEO and Vice President of Development.

The Board Liaison and Corporate Giving Manager will work closely with the Senior Manager of Institutional Giving to support the DSO's corporate partner programs, including managing implementation and delivery of corporate partner benefits, supporting the Corporate Committee and directly soliciting corporate support when appropriate. Specifically, these duties involve maintaining calendars (scheduling appointments and meetings) and providing reminder notifications before meetings are to begin; preparing and providing materials needed for meetings and events in advance; coordinating meeting locations and restaurant reservations; using Tessitura, and donor database, and iWave to provide donor and constituent profiles and contact information; preparing monthly expense reports; answering and screening in-bound phone calls; making out-bound calls to schedule meetings, confirming appointments and communicating information as needed; and document filing.

In support of the Corporate Giving program, the Board Liaison and Corporate Giving Manager also will compile and format information into documents and presentations (print, .pdf, .xls, and .ppt) to be used in donor, committee and board meetings; research and compile information such as donor/prospect profiles for individuals and corporations, prospect lists, comparative data from other orchestras; assist with the planning, implementation and tracking of Corporate Partner benefits, including the Institutional Donor Dedicated Concert program; and call donors, committee members and Board members to confirm event and meeting participation.

As relating to responsibilities to the Board, the Board Liaison and Corporate Giving Manager will coordinate and attend all board-related meetings, including Executive Board, Board of Governors, Board of Directors, Annual Meeting and committee meetings. Specifically, these duties include working with board and management leadership to identify meeting dates, issue meeting notices, draft agendas, prepare reports and presentations, take notes, draft minutes, and maintaining all meeting materials in their final form. Additionally, the Board Liaison and Corporate Giving Manager will maintain all governance-related documents of the Corporation, including meeting minutes, proxies, bylaws, etc.; serve as liaison to all board committees; ensure that all actions voted on in meetings are implemented; keep the President & CEO, Vice President of Development and other key staff members informed about proposed actions and the related timelines for implementation; and oversee the board orientation process and ensure that all new members are engaged in the board, including through participation in the Board Ambassador program.

The qualified candidate must have a Bachelor's degree and three years of experience in fundraising support or non-profit development. The selected candidate will be a team player and be able to work with the needs of multiple constituencies in order to meet deadlines and business objectives while prioritizing among tasks. Absolute discretion, along with excellent verbal and written communication skills, high attention to detail and superb organization are essential.

The Dallas Symphony Association offers a competitive compensation package that includes benefits for full-time employees, business casual work environment in the exciting Dallas Arts District, free covered parking at the Morton H. Meyerson Symphony Center and concert tickets. Please send resume & salary requirements via email to recruiter@dalsym.com. EOE-We value diversity in our workforce.

Morton H. Meyerson Symphony Center
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