



CORPORATE RELATIONS COORDINATOR

The Dallas Symphony Orchestra has an exciting opportunity with our Development team as a Corporate Relations Coordinator. This position will provide direct, day-to-day support to the Director of Institutional Giving in support of the Dallas Symphony Association's corporate partnership programs. The Corporate Relations Coordinator will work closely with the Director of Institutional Giving to support the DSO's corporate partner programs, including managing tracking, implementation, and delivery of corporate partner benefits, supporting the annual C-Suite Christmas corporate fundraising event, and supporting the Corporate Committee and related events. The Corporate Relations Coordinator will proactively anticipate and respond to opportunities to help the Director of Institutional Giving achieve stated goals.

Specifically, in the area of stewardship & benefit fulfillment, the Corporate Relations Coordinator will assist with the planning, implementation and tracking of Corporate Partner benefits, including year-round benefits and the Institutional Donor Dedicated Concert program. This includes, but is not limited to, fulfillment of concert tickets, names and logo recognition, signage, website and social media recognition, and dedicated concerts; planning and coordinating events associated with a corporate partnership or sponsorship; managing processes related to pledges, gifts and payments, including working with Development Operations on acknowledgements and invoices and compiling interim and final reports for partners; and assisting with benefit tracking, document creation and day-of support and logistics with C-Suite Christmas, which is the annual corporate fundraising event.

Additionally, the Corporate Relations Coordinator will support fundraising efforts by creating sponsor and partner proposals based on information from the Director of Institutional Giving; working to create compelling partnerships that drive new support and facilitate meaningful connection with partners; compiling and formatting information into documents and presentations to be used in donor, committee and board meetings; making phone calls to donors and committee members to confirm event and meeting participation; researching and compiling information such as donor/prospect profiles for individuals and corporations, prospect lists and comparative data from other orchestras; and maintaining accurate information in Tessitura, including logging meeting reports, proposals and responses in the database.

The Corporate Relations Coordinator will also provide administrative support to the Director of Institutional Giving by managing calendars; scheduling appointments; preparing meeting materials; providing donor and constituent profiles and contact information; preparing monthly expense reports; answering and screening in-bound phone calls; and filing.

Qualified candidates will have a Bachelor's degree in a related field as well as two years of administrative or non-profit experience. Attendance at meetings, DSO concerts, fundraising and networking events and other activities is an integral part of this role. Concert duty two to three times monthly is also required. The position requires impeccable accuracy and consistency in documentation and communication; high attention to detail is essential.

The Dallas Symphony provides excellent benefits, free parking and tickets when available. Please submit resume with salary requirements to recruiter@dalsym.com.

COVID vaccination is mandated for all DSO employees.
Valid exemptions are given in accordance with the law.

The Dallas Symphony Orchestra is an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, disability, age, sexual orientation, gender identity, national origin, veteran status, or genetic information. The Dallas Symphony Orchestra is committed to providing access, equal opportunity and reasonable accommodation for individuals with disabilities in employment, its services, programs, and activities. EOE- Equal Opportunity Employer