



LOUISVILLE ORCHESTRA

TEDDY ABRAMS • MUSIC DIRECTOR

MANAGER OF INSTITUTIONAL GIVING

Position Currently Available



Ideal Candidate:
Experienced Fundraiser

Reports to:
Director of Development

Deadline to Apply:
September 30



About The Louisville Orchestra

The Louisville Orchestra is recognized as an Artist-Driven Civic Leader, using the power of music to inspire, connect, and serve communities across the Commonwealth. Through innovative initiatives such as the In Harmony statewide tour, the Music Without Borders neighborhood concert series, and Once Upon an Orchestra family programming, the Orchestra brings world-class music beyond the concert hall and directly into schools, libraries, and communities.

This spirit of innovation is rooted in a long history of creativity and excellence. In the 1950s, the Louisville Orchestra became the first American orchestra to launch its own record label, producing more than 150 LPs and 450 new works, an achievement that placed Louisville on the global cultural map. Today, under the visionary leadership of Music Director Teddy Abrams, the Orchestra has renewed its commitment to championing new works and redefining what a 21st century orchestra can be.

Located in culturally vibrant Louisville, the Orchestra presents a season that spans classical masterworks, popular favorites, and collaborations with the Kentucky Opera and Louisville Ballet. With bold programming and a deep connection to community, the Louisville Orchestra is well on its way to achieving its goal of becoming known as “the most interesting orchestra on the planet.”



LouisvilleOrchestra.org



@LouisvilleOrchestra

Job Summary

The Manager of Institutional Giving plays a pivotal role in advancing the mission of the organization by securing vital support from foundations, corporations, and government partners. This position is both strategic and creative, blending relationship-building with persuasive storytelling to connect funders with the impact of our work. The Manager leads efforts to identify, cultivate, and steward institutional partners; craft compelling grant proposals and sponsorship opportunities; and ensure timely, accurate reporting. Beyond grant writing, this role champions the organization's vision through clear, effective communication and outreach strategies that strengthen our reputation, expand our network, and drive annual and special project fundraising campaigns.



Principal Duties & Responsibilities

- **Cultivate Partnerships:** Build and sustain strong relationships with foundation officers, corporate partners, and government agencies to grow institutional support for the Orchestra.
- **Tell the Story:** Develop clear, compelling sponsorship and grant proposals, reports, and stewardship materials that showcase the Orchestra's mission, achievements, and community impact—including major initiatives such as the In Harmony Tour and the Endowment Campaign.
- **Collaborate Across Teams:** Gather program information from colleagues, ensure alignment in messaging, and help design creative donor benefits that connect funders to our work.
- **Drive Innovation:** Conduct prospect research, analyze trends in institutional philanthropy, identify and research new foundation and corporate partnership opportunities, and leverage insights to expand funding and partnerships.
- **Provide Strategic Insight:** Partner with the Development Team to shape and guide institutional giving strategies, offering counsel on prospect cultivation, proposal approaches, and corporate/foundation engagement to strengthen overall fundraising results.
- **Engage in the Community:** Represent the Orchestra at concerts, donor events, and statewide In Harmony Tour receptions (with potential travel up to five weeks per year), deepening connections with current and prospective supporters.
- **Advance Corporate Engagement:** Assist with the creation and development of the Louisville Orchestra Corporate Council to attract, steward, and retain business partners through unique events and recognition opportunities.
- **Support Development Operations:** Review marketing and donor communications for accuracy and impact, ensure timely submission of proposals/reports, and provide general support to the Development Team as needed.

Other duties as assigned, including administrative and management support for the institutional giving portfolio.

Requirements

- Bachelor's degree; Masters preferred.
- Four to five years of grant writing experience preferred.
- Ability to work collaboratively across departments to support the preparation and implementation of grant proposals and corporate sponsorships.
- Able to meet multiple deadlines with accuracy.
- Strong attention to detail and ability to manage complex processes.
- Ability to manage multiple competing deadlines.
- Able to represent the LO professionally on the phone and in person with donors and patrons.
- Strong computer literacy with working knowledge of Microsoft Word, Microsoft Excel, and donor databases.
- Familiarity with budgets.

Working Conditions:

- Pleasant, collegial office environment.
- Time split between individual and collaborative work.
- Some travel to off-site program locations and night and/or weekends required.

Compensation and Benefits

The Louisville Orchestra offers a comprehensive salary and benefits package commensurate with experience and in line with similar positions of this scope with similar-sized orchestras in the country and Louisville cultural institutions. Benefits include medical insurance, life insurance, vacation and sick time, parking stipend, 403b plan, and diverse voluntary benefits.

Apply Now



junderwood@louisvilleorchestra.org

Send a cover letter, resume, writing sample, salary requirements, and three professional references to junderwood@louisvilleorchestra.org. Candidates selected for further consideration will be contacted with further instructions. References will not be contacted until the final round of interviews. No phone calls, please.