

# **EL PASO SYMPHONY ORCHESTRA**

## **Job Title: Director of Development and Grants**

### **Position Summary**

The Director of Development and Grants is responsible for securing and managing public and private funding to support the mission and sustainability of a \$1.6 million nonprofit organization. This role oversees grant research, writing, reporting to include periodic and final reports, grant and donor compliance, donor stewardship, sponsorships, fundraising campaigns, and selected program oversight. The position works closely with the Executive Director, the Vice President of Financial Development, and the Financial Development Committee to ensure financial stability, regulatory compliance, and program integrity.

### **Essential Duties and Responsibilities**

#### **Grants and Contract Compliance**

- Research, write, submit, and manage grant proposals and required reporting for local, state, and federal agencies, foundations, and corporate partners in a timely manner.
- Maintain full compliance with all grant and contract requirements, including reporting, documentation, and timelines
- Monitor grant-funded programs to ensure effectiveness and alignment with funder expectations
- Prepare and submit final and interim grant reports demonstrating program impact and outcomes

#### **Development and Fundraising**

- Partner with the Executive Director and VP of Financial Development/Financial Development Committee to secure annual sponsorships and contributions
- Develop and execute annual fundraising and sponsorship campaigns
- Solicit donations for annual fundraising events and ongoing development initiatives
- Oversee sponsor and donor benefits and ensure compliance with gift restrictions and designations

#### **Donor Relations and Stewardship**

- Acknowledge all donations through timely written and verbal communication
- Maintain positive relationships with donors, sponsors, and funding partners

- Create and distribute impact reports and materials demonstrating the effective use of donor funds

### **Program and Organizational Support**

- Oversee education and outreach programs
- Schedule and manage education and community outreach programs
- Photograph events for use in grant reports, donor communications, and promotional materials
- Conduct and participate in weekly staff meetings to ensure program integrity, coordination, and effectiveness

### **Qualifications**

- Bachelor's degree preferred (Nonprofit Management, Public Administration, Arts Administration, or related field)
- Minimum of 2 years of experience in nonprofit development, grant writing, and contract compliance
- Demonstrated success securing grants, sponsorships, and donations
- Strong written, verbal, and organizational skills
- Knowledge of nonprofit compliance requirements for public and private funding
- Ability to manage multiple projects, deadlines, and stakeholders simultaneously

### **Work Environment**

Other duties as assigned

This position may require evening and weekend work for events, meetings, and community programs.

IF INTERESTED, PLEASE SUBMIT RESUME TO [INFO@EPSO.ORG](mailto:INFO@EPSO.ORG)