

OREGON SYMPHONY

JOB DESCRIPTION

Development Associate, Grants

EXEMPT STATUS:	SALARIED
REMOTE HYBRID ELIGIBLE:	YES
DEPARTMENT:	DEVELOPMENT
REPORTS TO:	DIRECTOR OF FOUNDATION AND GOVERNMENT RELATIONS
DIRECT REPORTS:	0
MARKET GRADE:	12
EFFECTIVE/LAST UPDATED:	AUGUST 05, 2026

POSITION SUMMARY:

The Development Associate, Grants supports the Oregon Symphony's institutional fundraising efforts by preparing compelling grant proposals and reports and coordinating all aspects of assigned grant opportunities. Working closely with the Director of Foundation and Government Relations, this position supports a portfolio of small- to mid-sized foundation, corporate, and government funders, maintains grant schedules and records, and helps secure philanthropic support through strong writing, organization, and collaboration.

ESSENTIAL DUTIES & RESPONSIBILITIES:

Grant Coordination & Funder Relations

- Coordinate a year-round portfolio of approximately 30–40 small- to mid-sized institutional funders, including foundations, corporate charities, and government agencies, under the direction of the Director of Foundation and Government Relations.
- Cultivate and steward relationships with assigned funders through professional communication, donor meetings, acknowledgments, and ongoing engagement.
- Identify opportunities to strengthen relationships and encourage continued philanthropic support.

Grant Writing & Proposal Development

- Write compelling grant proposals, reports, and supporting materials tailored to each funder's priorities and guidelines.
- Coordinate the preparation and submission of complete grant applications, ensuring all required documentation is accurate and submitted on time.
- Gather supporting materials, including budgets, financial statements, letters of support, and program information, in collaboration with internal departments.
- Support proofreading and editing of proposals, reports, acknowledgment letters, and other Development communications.

Grant Administration & Reporting

- Maintain and monitor the grant calendar, ensuring all proposal, reporting, and stewardship deadlines are met.
- Enter and maintain accurate grant and donor information in the Tessitura CRM.
- Prepare portfolio updates, revenue forecasts, and activity reports for the Director of Foundation and Government Relations.
- Assist with research and data collection for grant reporting and program evaluation.

Development Team Collaboration

- Collaborate with Development colleagues and cross-functional staff to gather information, coordinate grant submissions, and support fundraising initiatives.
- Contribute to department-wide projects, including the Annual Report, Gala, donor events, and other strategic initiatives.
- Participate as an active member of the Development team, supporting organizational fundraising goals and continuous improvement efforts.

QUALIFICATIONS:

- Bachelor's degree in Communications, Journalism, English, Public Administration, Arts Administration, Music, or a related field, or an equivalent combination of education and experience.
- One or more years of experience in grant writing, communications, nonprofit development, project management, or a related field; prior fundraising or persuasive writing experience preferred.
- Outstanding writing, editing, and proofreading skills, with the ability to tailor communications to diverse audiences.
- Excellent organizational and project management skills, with the ability to manage multiple deadlines simultaneously.
- Strong analytical skills and comfort working with data, spreadsheets, and budgets.
- Proficiency with Microsoft Office applications; familiarity with Tessitura, Asana, or other CRM/project management systems preferred.
- Strong interpersonal skills with the ability to build collaborative relationships across departments and with external stakeholders.
- Demonstrated initiative, sound judgment, and the ability to work independently while contributing to a collaborative team environment.

OREGON SYMPHONY CORE COMPETENCIES:

These values reflect how we expect all employees to show up in their work, collaborate with others, and contribute to the Oregon Symphony's mission and culture.

Uncommonly Collaborative - Demonstrates openness, respect, and accountability in working with others. Seeks input, communicates clearly, brings the right people into conversations, and contributes to solutions that support collective success.

Universally Welcoming - Engages with curiosity and empathy, values diverse perspectives, adapts communication and approach as needed, and contributes to a workplace and audience experience that is accessible, inclusive, and welcoming.

Uncompromising Quality - Takes pride in craftsmanship, prepares thoroughly, follows through on commitments, and maintains high standards while exercising sound judgment and learning from feedback.

Courageously Innovative - Challenges the status quo constructively, experiments thoughtfully, learns from experience, and seeks better ways to serve the organization, its artists, and its audiences.

Cultural Accountability - Models the symphony's values through daily actions, treats others with professionalism and kindness, communicates thoughtfully, and takes ownership for personal impact on the organization and its culture.

WORK ENVIRONMENT

This position currently follows a hybrid work model with 2-3 days per week in the office. Occasional evening and weekend attendance at donor events and Symphony performances is expected to support fundraising activities and organizational engagement.

This job description outlines the primary responsibilities of the position but is not an exhaustive list. The employee may be asked to perform additional duties as necessary to support organizational goals.