



Manager, Foundation & Government Relations Ravinia Festival

The Opportunity

About the Position

The Manager, Foundation & Government Relations is responsible for Ravinia's grant portfolio and managing the annual Magic of Music Golf Benefit, which includes supervision of a part-time consultant, contracted for the event's operation. This role reports to the Associate Director of Development, Corporate and Foundation Relations. Responsibilities include identification, cultivation, solicitation, stewardship, tracking and reporting of foundation, government and selected corporate and individual donors to generate funding for music education programs, general operating and special productions for Ravinia.

In collaboration with the Associate Director, Corporate and Foundation Relations, staff of the Reach*Teach*Play Department, and the Director of Development, the position is responsible for the timely submission and reporting of grant proposals and reports. The Magic of Music Golf Benefit is Ravinia's only signature event from which all the proceeds go directly to the Reach*Teach*Play programs.

Candidate Profile

The successful candidate will have a passion for Ravinia's mission, love to write and have a narrative-focused, but analytical mindset, that allows them to compellingly translate the activities and impact of the Reach*Teach*Play programs and other Ravinia educational programs into strong grant applications for foundations both large and small. They will enjoy working independently, yet, they will also relish the social opportunities that come with working at the country's oldest music festival that draws more than 600,000 listeners annually. A lawn blanket, chairs and a cooler might be considered standard-issue items among Ravinia staff!



We won't sugarcoat the fact that for Ravinia staff, work during the summer concert season can require long hours and occasional weekends. But working at Ravinia also offers perks—such as access to concerts and celebrity sightings—that music lovers would consider a fair trade-off. While the successful candidate will be a team player and enjoy pitching in for occasional nights and weekends, this position offers a more traditional work day and week than is usual at Ravinia.



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Ideally, development professionals interested in this position will have strong foundation grant writing experience and some experience writing government grants. They will possess the wherewithal to manage deadlines, seek new funding opportunities, and tell Ravinia's story in a compelling way. And, they will have the leadership skills necessary to run the Festival's annual golf outing and manage the part-time consultant.

About Ravinia

Ravinia is an internationally renowned, non-profit arts organization dedicated to drawing together artists and audiences for the celebration of music. Ravinia maintains its position as a leader in the arts through uncompromising dedication to: presenting artistic events of excellence and diversity; providing a unique opportunity to advance the professional capabilities of young performers; developing broader and more diverse audiences for classical music through education and community programs; actively promoting appreciation of the performing arts among all the people of the Chicago area; and maintaining affordable classical ticket prices.

Ravinia is one of the world's foremost music festivals attracting approximately 600,000 people annually to its 36-acre campus for a diverse array of concerts featuring a vast array of musical genres including classical, opera, music theater, jazz, blues, pop, and rock. Through its summer festival, year-round performances, and commissioned works, Ravinia presents music of the highest artistic merit and features an international roster of the finest artists—from emerging talent to established luminaries.

In addition to its celebrated summer concert season, Ravinia's Reach*Teach*Play (RTP) and other music education programs serve more than 85,000 people in under-resourced schools and communities throughout Cook and Lake Counties. Ravinia also promotes and advances the careers of emerging musicians through its world-renowned Fellows program of the Ravinia Steans Music Institute (RSMI).

Duties and Responsibilities

Foundation and Government Relations

- In partnership with the Associate Director of Development, Corporate and Foundation Relations, sets annual goals, objectives, and timelines, and evaluates results for foundation, government, and Reach*Teach*Play grant initiatives
- Serves as the primary grant writer for proposals, progress reports, and final reports for Reach*Teach*Play, general operating, and special funding requests and may assist with the Ravinia Steans Music Institute (RSMI) as needed.



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- Conducts prospect research for a variety of foundation types for the Reach*Teach*Play program, special initiatives and concerts, and other projects, and makes personal visits for funding requests as necessary
- Responsible for grants management tasks
 - Maintains calendar of proposal and reporting deadlines
 - Manages and stores all files related to grants
 - Serves as staff liaison for foundation and government contacts and interfaces with RTP team and appropriate Festival staff to gather information and handle grant agreement details
 - Works with RTP team to prepare budget documents and other attachments
- Oversees development duties for the Reach*Teach*Play Program
 - Serves as staff liaison at Reach*Teach*Play Committee meetings (three mtgs per year), including writing and presenting report, providing information for meetings as requested, stewardship, as well as follow-up and reporting as needed
 - Participates as needed in event assistance for the Program
- Manages Donor Ticket Request (DTR) activities for foundations
 - Compiles DTR and Benefit packets for patrons and funders
 - As needed, provides concierge services to patrons and funders, including help with ticket purchases, dining reservations, parking, and more
 - Assists as needed with all other DTR activities

Magic of Music Golf Benefit

- Oversees planning and execution of Ravinia's Magic of Music Golf Benefit
 - Supervises one part-time professional consultant who manages day-to-day planning and day-of tasks
 - Provides guidance and support to the professional consultant regarding meeting support, follow-up, and materials as needed
- Works with Associate Director of Development, Corporate and Foundation Relations as well as Golf Committee Co-Chairs and consultant to strategize and acquire corporate and other sponsors at all giving levels

Other Duties

- Participates in occasional evening and weekend work throughout the summer concert season and at major functions during the remainder of the year, such as Ravinia's Music Matters Benefit, Women's Board Gala, and more.
- Represents Ravinia at social, cultural, and other engagements as needed



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Salary and Benefits

Ravinia offers a competitive salary and benefits package. Regular full-time employees are eligible for health and life insurance, short- and long-term disability benefits, personal days, and generous vacation, sick time, and holiday policies. In addition, the position of Manager, Foundation & Government Relations, will have access to numerous professional development opportunities.



Characteristics of the Successful Candidate

To perform in this position, the successful candidate will demonstrate the following:

- A passion for, and track record of, writing clearly and informatively
- An analytical mindset that enables the collection and translation of comprehensive data into a compelling narrative
- The ability to accept direction and collaborative input, and then execute independently and effectively
- Ability to manage all situations with tact, persuasiveness, and diplomacy
- An eagerness to embrace team responsibilities when required
- Excellent customer service skills combined with a mindset that is inclusive, positive, optimistic and focused

Application Procedures

Recruitment will continue until the position is filled. Please email a cover letter and resume or CV as a single .pdf document named “LAST NAME First Name Ravinia Application.pdf” to dsouhrada@twbfundraising.com.

Confidential inquiries and questions may be directed to Don Souhrada by email at dsouhrada@twbfundraising.com. No phone calls or applications submitted by mail, please.

Ravinia is an Equal Opportunity Employer