

Institutional Giving Manager

Salary Range: \$62,000-\$67,000 Annually

Status: Full-Time, Exempt

ACT is seeking an innovative and passionate Institutional Giving Manager to join our ambitious Development Team. This role is responsible for maximizing contributed income from institutional funders including government, private foundations, and corporate partners, while contributing to the overall fundraising excellence of ACT. This position is charged with growing ACT's institutional giving program, which is a key aspect of ACT's contributed income. They develop, manage, sustain, steward, and grow contributed revenue sources, which contribute to ACT's economic stability and multimillion-dollar goals.

The Institutional Giving Manager successfully navigates across operating and education grant programs, multiyear project support, corporate giving and sponsorship programs, and capital improvement opportunities. They must be steeped in all organizational activities so they may successfully and succinctly articulate our case for support to identify and attract funders to achieve our goals. The Institutional Manager collaborates with all departments across the organization in the development of grant and proposal materials. They bring a strategic approach to funding and developing systematic work processes, while ensuring accountability from colleagues in the completion of their work. They steward gifts and grants, and establish and manage processes for fulfillment.

As one of the primary external voices of ACT, they must execute that voice with care, creativity, authenticity, and good judgement. This role actively participates as a key member of ACT's staff in helping achieve all goals related to Equity, Diversity, Inclusion, Accessibility, and Belonging.

Benefits include health insurance, paid sick, vacation, and holidays, 403b plan, access to \$5 downtown parking, and free tickets to ACT productions. COVID-19 vaccination is a condition of employment.

Responsibilities Include (But Are Not Limited To):

Grant Writing & Prospect Management – 85%

- Research, write, and submit proposals to a variety of institutional funders including government and private funding sources to support programmatic, general operating, capital, and other needs
- Responsible for the cultivation, acquisition, stewardship, and renewal of institutional funders
- Write letters, emails, proposals, and solicitation materials for grant opportunities
- Create materials, track grants, and reconcile funds across all departments
- Maintain excellent working processes with the Finance Department to drive a high standard of grants expenditure preparation, monitoring, and reporting
- Manage grant contracts and reporting requirements
- Work with colleagues to identify projects and programs in need of support, and to develop the case for support
- Develop and manage the program calendar to ensure that all deadlines are met including letters of intent, grant applications, corporate pitches, project descriptions, budgets, interim and final reports, stewardship activities, and events
- Build and maintain relationships with institutional funders
- Provide oversight and responsibility for funding received from institutional funders

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- Identify new prospects; create and implement cultivation plan for new and existing funders
- Stay up to date with grant, philanthropic, and other pertinent market trends
- Possess deep knowledge of ACT programs and initiatives
- Coordinate contract negotiations for awarded grants and contracts
- Base all decisions on sufficient and reliable information that is aligned with organizational principles, policies, procedures, and values
- Create institutional giving opportunities to meet goals; identify targets for growth
- Research, write, edit, and prepare persuasive, accurate, and grammatically and syntactically correct solicitations, proposals, case statements, reports, correspondence, and other materials in support of institutional fund-raising activities
- Partner with the Senior Development Officer to successfully re-establish the corporate giving program
- Identify and secure grants for new and existing programs

Other Duties – 15%

- Establish and maintain collaborative working relationships with development colleagues, Trustees, and other constituents to maximize the department's total contributed revenue
- Participate in intentional learning efforts, including events relating to understanding institutional racism and building cultural competency and exhibit a commitment to Equity, Diversity, Inclusion, Accessibility, and Belonging
- General devo work/events

Qualifications/Skills

- Three years relevant experience in a non-profit setting development/philanthropy setting (campaign experience a plus)
- Bachelor's degree (preferred)
- Outstanding organizational skills; attention to detail; professional presence; strong customer relations skills; ability to manage multiple priorities while maintaining strict confidentiality
- Superior analytic, writing, editing, proofreading, and verbal communications skills
- Exceptional interpersonal skills with the ability to interact effectively with leadership, prospects, donors, and artists
- Community relations skillset with the ability to communicate and work effectively within a diverse community
- Knowledge of Community-Centric Fundraising and grant writing principles
- Grant writing experience, including complex government grants
- Intermediate or advanced knowledge of the Microsoft Office Suite, Slack, and online research tools
- Experience with CRM/donor management databases (knowledge of Tessitura a plus)
- Ability to work with Finance staff and program leaders to develop proposal budgets, final reports, and reconcile expenses
- Skilled in researching and synthesizing information, and communicating said information in a compelling and succinct format
- Ability to conduct research, gather data, analyze information, and prepare effective, accurate, and timely proposals, grants, reports, and other documents as needed to support institutional giving objectives
- Capacity to adapt successfully to multiple tasks that occur in a rapidly changing environment
- Ability to foster effective working relationships within a team environment

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- Strong organizational and project management skills with aptitude to complete tasks independently
- Capability to manage multiple projects, meet deadlines, and provide timelines for stakeholder review and feedback
- Possess both initiative and patience
- Comfort and confidence communicating by phone, email, and in person
- Exceptional interpersonal skills and ability to interact effectively with leadership, prospects, donors, and artists
- Drive to collaborate to achieve common goals; problem-solver; detail-oriented; support driven; capacity to work independently on multiple projects at a time

About ACT

ACT is where artistic ambition and civic engagement unite. We envision a world where the power of theatre expands our collective understanding of community and our own humanity. One of the great benefits of having a contemporary theatre in our community is that we ensure all artists shaping our culture have a voice in driving the theatre of tomorrow. Over the last 55 years, ACT has supported these voices as they sharpen and grow and has honed its mission around nurturing the theatre makers of the next generation.

Our renewed commitment to New Works by local playwrights leads our theatre back to life during this extraordinary time of transition bringing Seattle's voice beyond our stage into the national conversation. ACT's dedication to producing bold, relevant, works on contemporary themes sparks an authentic curiosity about the human condition matched by an audacious spirit fueled by groundbreaking work.

Equity and Inclusion

ACT strives to be an anti-racist, fully accessible, multicultural theatre that is truly welcoming to all. Employees will:

- Demonstrate the initiative to learn and enhance skills that promote anti-racism, cultural competency, and an understanding of oppression and its impact
- Participate in intentional learning efforts, including events relating to understanding institutional racism and building cultural competency and exhibit a commitment to equity, diversity, inclusion, accessibility, and belonging

Physical Skills/Work Environment

While performing the duties of this job, the employee is regularly required to operate a computer and telephone. Strong written command of the English language with the ability to be understood, and the ability to work in an open office environment.

Work environment includes a variety of environments typical in a theatrical environment, administrative office spaces, and public spaces.

To Apply

Submit resume and cover letter with "Institutional Giving Manager" in the subject line to work@acttheatre.org