



A Contemporary Theatre

Development Officer, Institutional Partners

Salary: \$82,000 annually

Status: Full-Time, Exempt

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. Over the last 57 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.

As the voice of the Pacific Northwest, our commitment to New Works by local playwrights brings Seattle's voice beyond our stages, and into the national conversation. ACT is dedicated to producing bold, relevant, works on contemporary themes that spark an authentic curiosity about the human condition to deliver groundbreaking work.

ACT strives to be a meaningful place to work. We take pride in our accomplishments and recognize our work is dependent upon our highly skilled colleagues and dynamic work teams. We want our art to be joyful and our work to have a spirit of adventure. It is our belief that thoughtful guardrails bolster an environment where we can all be brave and buoyant together. We work hard at building strong and productive relationships and use respectful communication and feedback to maintain them at the highest level. Taking great care to ensure and promote the safety and the wellbeing of our employees, our community, and the environment, we strive to always bring your best self, and to honor the best in others.

About the Role

Do you have a passion for the arts? Do you enjoy writing and advocating for the arts? ACT's contributed revenue-focused, impact-driven Development team is hiring!

The Development Officer, Institutional Partners is responsible for maximizing contributed income from and building relationships with institutional funders including government, private foundations, and corporations, 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 Development Officer, Institutional Partners successfully navigates across operating grant programs, multiyear project development support, education grant programs, 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 Development Officer, Institutional Partners collaborates with all departments across the organization to develop 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.

The Development Officer, Institutional Partners oversees ACT's relationships with corporations, foundations and government agencies and seeks opportunities to strengthen and build funding and community relationships. They will coordinate ACT's efforts with elected officials, lobbying organizations, and other agencies. A key aspect of this will be briefing staff and other ACT representatives to best champion ACT at events and meetings.



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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, generous paid time off 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):

- Responsible for the cultivation, acquisition, stewardship, and renewal of institutional donors
- Work with colleagues to identify projects and programs in need of support
- Build and maintain relationships with institutional funders
- Create institutional giving opportunities to meet goals and identify targets for growth
- Develop and manage the funding 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
- Research, write, edit, and submit grants and proposals to a variety of institutional funders including government and private funding sources in support of institutional fund-raising activities
- Maintain excellent working processes with the Finance Department to drive a high standard of grants expenditure preparation, monitoring, and reporting
- Identify and steward opportunities for ACT to be selected and represented in regional, state, and national committees and funding programs
- Coordinate ACT's presence at and participation with arts advocacy groups efforts
- Partner with colleagues to successfully re-establish the corporate giving program
- Base all decisions on sufficient and reliable information that is aligned with organizational principles, policies, and procedures
- Establish and maintain collaborative working relationships with development colleagues, Trustees, and other constituents to maximize the department's total contributed revenue
- Stay up to date with grant, philanthropic, and other pertinent market trends
- Possess deep knowledge of ACT programs and initiatives

About You

- Five 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
- Grant writing experience, including complex government grants
- 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
- Skilled in researching and synthesizing information, and communicating said information in a compelling and succinct format



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- 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
- Capability to manage multiple projects, meet deadlines, and provide timelines for stakeholder review and feedback
- Comfort and confidence communicating by phone, email, and in person
- Intermediate or advanced knowledge of the Microsoft Office Suite, and online research tools
- Experience with CRM/donor management databases (knowledge of Tessitura a plus)
- Drive to collaborate to achieve common goals; problem-solver; detail-oriented; support driven; capacity to work independently on multiple projects at a time
- Ability to foster effective working relationships within a team environment
- Demonstrated ability to thrive and multi-task in a fast-paced, high-energy, multicultural environment

Equity and Inclusion

ACT is an equity opportunity employer and does not discriminate against employees or job applicants on the basis of race, color, religion, creed, sex, age, national origin, military and/or veteran status, disability, sexual orientation, gender identity or expression, neurodiversity, education, socio-economic status, cultural affiliation, language, marital or family status, genetic information, political ideology, actual or perceived status as a victim of domestic violence, sexual assault, or stalking or any other status or condition protected by the applicable federal, state, or local laws or other characteristics prohibited by law.

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. Must be comfortable with cold calls and other forms of direct, initiated conversation.

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

To Apply

Submit resume and interest with “Development Officer, Institutional Partners” in the subject line to work@acttheatre.org