

Institutional Giving Manager (Full-Time Salaried – Exempt)

POSITION ANNOUNCEMENT

About East Bay Center for the Performing Arts

East Bay Center for the Performing Arts (the “Center”) was founded in Richmond, California immediately after the assassination of Dr. Martin Luther King, Jr. in 1968 as a response to the unrest, anger, frustration, and need for change. Today, our foundational values remain rooted in civil rights, equity, and justice.

The Center has a deep history of serving Richmond children and youth with music, theater and dance training, new artistic work, and community gatherings that are reflective of the richness and diversity of the local population. Last year, the Center served approximately 3,500 youth in 17 schools and 300 students at our main site through private lessons and tuition-free group classes. The Center’s staff consists of 25 administrative staff and approximately 70 – 75 faculty. They are passionate and committed to the values and established goals, and they have a deep understanding of the cultural assets that are present in the community.

About the Position

Under the direction of the Director of Advancement, the Institutional Giving Manager (“the Manager”) oversees a robust grants program to ensure stable and increasing support from institutional funders (foundations, corporate and government) to achieve annual operating, capital and endowment fundraising goals. Foundation giving currently provides \$2.4 million in annual contributions to the Center, and is anticipated to increase substantially in the next 3-5 years. To lead efforts to grow giving from foundations, while also sustaining funding from government and corporate donors, the Manager oversees an ambitious grants calendar, managing relationships with existing funders, researching prospects, and cultivating new relationships. The Institutional Giving Manager partners closely with the Senior Director of Programs, as well as the Executive Director, to define and drive institutional funding strategies, and effectively leverages senior leadership to implement strategic requests, while also delivering against deadlines for proposals, reports, and inquiries. This position plays an important role as a link between the Center’s work on the ground and key institutional donors.

Example of Key Responsibilities

Program Management (50%)

- Prepare and deliver against annual and multi-year institutional fundraising plan
- Manage resources, processes, systems and reports to ensure the program meets its goals, including contract writers and consultants
- Support the Controller to track revenue and update projections

- Work collaboratively across the organization to gather information and help identify fundable opportunities
- Develop, oversee, and share grants calendar and deadlines, including internal deadlines
- Oversee timelines and lead weekly progress check-in meetings
- Streamline internal communications by leveraging shared filing systems and tools, including Salesforce
- Ensure that all grants are submitted in accordance with the established and agreed upon timelines
- Maintain institutional donor records, generate reports, and manage relationship and strategy tracking in Salesforce
- Partner with programs and finance to track outcomes for grant reporting to ensure timely and accurate submission of reporting to funders
- Assist in developing and maintaining efficient systems, policies and procedures to manage information and the workflow of the Institutional Giving area

Writing and Editing (25%)

- Ensure the creation of high-quality, compelling, and detailed documents such as proposals, LOIs and progress reports
- Draft correspondence to institutional funders and prospective funders as needed on behalf of senior leadership
- Secure external contract writers as needed
- Ensure that all written documents are posted in Salesforce

Relationship Management and Stewardship (15%)

- Manage a portfolio of current and prospective donors and funders, including revising and updating donor profiles and tracking their funding requirements and interests
- Collaborate with senior leadership to cultivate and steward relationships
- Maintain an active calendar of outreach activities and meetings with institutional donors
- Deliver meeting prep materials and research profiles for program staff and leadership in advance of donor meetings and events; deliver meeting summaries and recommend next steps
- Document moves in Salesforce

Research and Strategy (10%)

- Lead efforts to research and vet potential funding sources, utilizing resources such as GuideStar, LinkedIn, Foundation Center, etc.
- Ensure that prospect profiles and briefs are developed and shared with team members as part of strategy development
- Lead efforts to research major trends in philanthropic giving related to youth development, arts and cultural training for youth, community-based place-making, and programs for underserved communities
- Stay up-to-date on issues relevant to philanthropic and institutional giving nationwide and other nonprofit financing trends

Knowledge, Skills and Abilities

- Strong commitment to the Center's mission, constituency and community
- Solid industry knowledge of fundraising processes, protocols and procedures
- Outstanding communication skills, both written and oral; ability to influence and engage a range of funders and build long-term relationships
- Strong organizational and management skills, including proven budget forecasting and management, as well as attention to detail
- Flexible and adaptable style; a leader who can positively impact both strategic and tactical fundraising efforts
- Ability to work independently without close oversight, but also a team player who will productively and effectively engage with a diverse workforce within and outside the Center
- Ability to design, communicate, and implement annual and multi-year strategic development plans
- Ability to meet internal and external deadlines
- Proficient with collaborative tools such as Google Docs and donor management systems, specifically Salesforce
- Substantive knowledge of the diverse performing arts community and a passion for youth and underserved constituencies
- The principles of personnel administration and supervision
- Excellent computer skills, including proficiency in Microsoft Office, Google Drive applications, and Zoom web conferencing

Education and Training

- Bachelor's degree in related area and/or equivalent experience/training; Master's degree a plus
- Minimum seven years' experience working in nonprofit organizations, including demonstrated success in institutional donor identification, cultivation, solicitation, and stewardship.

Work Schedule

- Monday – Friday, 40 hours per week. Some evenings and weekends may be required.

Physical Requirements

- Prolonged periods sitting and working on a computer to complete necessary paperwork.

Other Requirements

- East Bay Center for the Performing Arts strives to be a safe and healthy work environment for our staff, students and constituents, including free from the exposure to COVID-19. As a condition of employment, all Center staff are required to be fully vaccinated against COVID-19. Therefore, all candidates must provide proof of being fully vaccinated before they are able to begin work. Proof of two vaccination shots are considered to be fully vaccinated.
- Must successfully pass a comprehensive Criminal Background Check.

- Must be able to provide valid I-9 documents to determine proof of eligibility to work in the United States.
- Must complete the required annual harassment and discrimination training and other training as needed.

Salary

- Salary range is \$80K-\$90K annually, with a robust benefits package, including health/vision/dental options and 401K employer matching program.

Application Process

If interested, please submit the following documents via LinkedIn or submit to Deborah Preston, Director of Human Resources: Deborah.preston@eastbaycenter.org

- ***Resume and cover letter as a Word or PDF document***
- ***A list of three professional references***

Please include “Institutional Giving Manager” in the subject line. Please note that failure to submit the required documents may disqualify you from further consideration. East Bay Center for the Performing Arts is an Equal Opportunity Employer.