

Institutional Giving Officer

DEPARTMENT: Development

CLASSIFICATION: Full-Time Exempt with Benefits

REPORTS TO: Director of Development

STATEMENT OF JOB

The Institutional Giving Officer will oversee the organization's Corporate, Foundation and Government grants (totaling approximately \$1.5 million annually). The Incumbent will assist the Institutional Giving Campaign by conducting prospect and donor research and writing grant proposals and reports, including compiling and editing support materials. The Institutional Giving Officer will be fully responsible for the grant process including maintaining a grant calendar, tracking grant status and reporting progress to goal. Additionally, the Incumbent will be responsible for the creation of presentations; will steward relationships with funders; support government advocacy efforts and supervise grant-related activities of the Development Coordinator. The Institutional Giving Officer will be expected to maintain a keen understanding of the Playhouse strategic plan, artistic mission and education and outreach programs by proactively interacting with leadership and colleagues.

JOB DUTIES

- Create and manage a detailed annual granting tracking spreadsheet that includes, but is not limited to: a timeline for grant submissions, interim and final reports, contacts, status, progress to goal and new prospects
- Compose all grant proposals, reports, reimbursement requests and pledge reminders for corporate, foundation and government funding
- Prepare project and operations budgets for grants, and reconcile project budgets where requested
- Compile grant report data for submissions, including but not limited to: work in Tessitura T-Stats, finance documentation, donor benefit information, Board listings, production histories, press clippings, etc.
- Proactively manage the cultivation and stewardship of institutional funders
- Utilize Tessitura to track donor stewardship and moves management
- Proactively research and propose potential grants/funding sources

- Work closely with numerous departments to maintain an active awareness of Playhouse programs and initiatives and be able to present compelling proposals in support of the Playhouse mission
- Work interdepartmentally to gather necessary information for grant writing and reporting purposes, providing ample notice and being sensitive to other departments' schedules
- Supervise the Stewardship Manager's composition of corporate, foundation and government acknowledgement letters
- Attend and report back on funding/funder/grant workshops and meetings out in the community
- Grant-related administrative duties, such as renew Duns # and other requirements for government grants, maintain grant records, provide support and documentation
- Participate in advocacy efforts on behalf of the organization as directed by Director of Development
- Attendance and assistance will be required at select Playhouse-sponsored events (these events may be held on weekends and/or weeknights)
- Other duties as requested by the Director of Development

QUALIFICATIONS

EDUCATION AND EXPERIENCE:

- Bachelor's degree required
- Minimum eight years of experience in the development field and/or proposal writing
- Experience using Tessitura or related fundraising software system highly desirable

KNOWLEDGE, SKILLS AND ABILITIES:

- Knowledge of direct solicitations, fundraising principles and techniques
- Excellent organizational skills; a high level of attention to detail and the capacity to work comfortably in a rapidly changing environment on multiple, ongoing projects
- Strong written and verbal communication, effective interpersonal/relationship building skills a must
- Proven success at meeting deadlines
- Desire to discover and understand all facets of the organization, its programming and its place in the larger arts and culture community
- Able to analyze balance sheets and income statements as they apply to grant proposals and reporting

- High-proficiency with Microsoft Word and Excel and ability to learn to use the Tessitura database with a growing level of sophistication
- Team player able to work collaboratively with development colleagues as well as interface effectively with other departments
- Self-directed, entrepreneurial spirit; willingness to try new ideas
- Knowledge of the corporate, foundation and/or government regional community strongly preferred

SUPERVISORY RESPONSIBILITY:

Oversee specific grant-related activities of the Development Coordinator

In addition to the duties listed above, the Playhouse expects the following of each employee: adheres to LJP policies and procedures; works in a safe manner; performs duties as workload necessitates; maintains a positive and respectful attitude; communicates regularly with supervisor about department issues; demonstrates efficient time management and prioritizes workload; demonstrates regular and consistent attendance and punctuality; meets department productivity standards; participates in LJP events as needed or required; and completes other duties as assigned.

To Apply: Please send resume, cover letter and writing sample to resumes@ljp.org.

La Jolla Playhouse is an Equal Opportunity Employer and is committed to achieving a diverse workforce.

Employment decisions are based on needs of the organization, job requirements and individual qualifications without regard to race, gender, religion, age or belief and encourages applicants of all backgrounds to apply.

Revised 5/2018