

POSITION TITLE:	Institutional Giving Manager
REPORTS TO:	Director of Institutional Grants
WORK SCHEDULE:	Full time/40 hours a week – Monday to Friday; some evenings and weekends required
LOCATION:	Los Angeles
STATUS: (Exempt/Non-Exempt)	Non-Exempt
COMPENSATION: (Hourly/Salary)	\$26.45-\$28.85/hour, equivalent to \$55,016-\$60,008 annualized
BENEFIT STATUS:	Eligible
DEPARTMENT:	Institutional Advancement

ABOUT THE COMPANY

Center Theatre Group is one of the largest, most influential theatre companies in the country by virtually every measure. Over the past 50 years, it has entertained millions of audience members and produced some of the most important shows of our time, many of which have been World premieres and have gone on to award-winning Broadway runs and beyond. As Center Theatre Group enters its next 50 years, it is uniquely positioned to expand the impact of its work with audiences, community, and artists—while making Los Angeles a global destination for theatre lovers and creators alike.

Center Theatre Group commits to creating a safe space where the values of diversity, equity, access and inclusion permeate all aspects of our work. We aim to attract, nurture and retain staff in a supportive home where we can be our best selves. We celebrate our commonalities and embrace our differences in order to ensure that everyone has access to our work onstage, behind the scenes and in the community.

POSITION SUMMARY

Center Theatre Group seeks a full-time Institutional Giving Manager to join the company's Institutional Advancement Team, reporting to the Director of Institutional Grants. This position will support all foundation and government fundraising activities, including donor cultivation; the preparation and management of proposals and reports; and stewardship. The Institutional Giving Manager will be knowledgeable about CTG's work to maximize foundation and government gifts in support of a range of organizational programs and special projects, working closely with colleagues across departments to collect information and data and attending programmatic activities. The ideal candidate will be an effective communicator who is proactive in their work, collaborative across different departments, highly organized with attention to detail, and adaptable in a fast-paced and dynamic setting.

PRIMARY RESPONSIBILITIES

1. Manage the foundation and government grants calendar and award letters to ensure submissions and requirements are realized in a timely manner.
2. Develop well-written and compelling narratives, prepare attachments, and create budgets for proposals and reports to foundation and government funders.
3. Manage foundation and government information on database to ensure accurate and timely record keeping related to gifts, contact reports, and contact information.
4. Support prospect cultivation and stewardship of donors through meetings, phone calls, special events, site visits, and ticket requests.
5. Collaborate with Corporate Relations team on information gathering for grant proposals and reports, and the creation of assets and events for institutional funders.
6. Work with Advancement Operations team on gift forms, acknowledgement letters, donor listings, and research of current and prospective institutional funders.
7. Collaborate with other departments to gather and synthesize data to communicate program impact with institutional donors in proposals and reports.
8. Oversee annual DataArts Cultural Data Profile project.
9. Demonstrate an ongoing commitment to our equity, diversity, inclusion and access initiatives and an ongoing commitment to an anti-racist culture at Center Theatre Group.
10. Other duties as assigned.

CTG provides a dynamic working environment in which duties and responsibilities may change. Employees are expected to be flexible and responsive to changes in the scope of their duties.

QUALIFICATIONS

- Minimum two years of experience with non-profit fundraising and proposal writing and a proven track record of securing five-figure grants from foundation and government funders.
- Experience in the performing arts and interest in theatre a plus.
- Must be proficient in Microsoft Office applications and database systems such as Tessitura.
- Strong writing and editing skills, a keen attention to detail, and an ability to prepare financial information for proposals and reports are essential.
- Ability to handle short-term and long-term projects, with excellent organizational, time-management, and prioritization skills.
- Team player who can also lead and work independently on projects.
- Personable and excellent communicator.

MINIMUM REQUIREMENTS

Ability to sit, type, and work at a computer for extended periods of time. Ability to travel between CTG locations as needed. Willingness and ability to work 40 hours per week with flexibility to work overtime as needed, including occasional special events in the evenings and weekends.

All employees are required to pass a background check.

CTG is committed to ensuring a safe and healthy workplace and strongly encourages all employees to remain current with COVID-19 vaccinations and boosters

COMPENSATION

CTG offers a comprehensive benefits package including retirement plan options; escalating paid vacation, paid sick, personal days and holidays. Full-time employees receive full health benefits including medical, dental, vision, flex spending accounts, employee assistance program, life, AD&D, and long-term disability insurance.

HOW TO APPLY

Sell yourself by writing a cover letter that describes why you're the best person for this job. Send resume and cover letter to: ADVANCEMENTJOBS@CTGLA.org. Please include the position title in the subject line of the email.

No phone calls please. Only qualified candidates will be contacted.

Center Theatre Group is an equal opportunity employer and does not discriminate against any applicant on the basis of race, religion, sex, sexual orientation, gender identity, marital status, color, ancestry, disability, age, national origin, pregnancy, veteran/military status, genetic information or any other basis prohibited by law. Center Theatre Group will consider for employment qualified applicants with criminal histories in a manner consistent with the requirements of the Los Angeles Fair Chance Initiative for Hiring Ordinance. We support, promote and embrace a diverse workforce.