

POSITION TITLE:	Institutional Giving Officer
REPORTS TO:	Director of Corporate, Foundation & Government Relations
WORK SCHEDULE:	Full time/40 hours a week – Monday to Friday; some evenings and weekends required
WORK LOCATION:	Los Angeles. In-person office time four days a week, meetings and event attendance as required
STATUS: (Exempt/Non-Exempt):	Exempt
COMPENSATION:	Salaried ranging from \$71,000 to \$75,000 annualized
BENEFITS STATUS:	Eligible
DEPARTMENT:	Institutional Advancement

ABOUT THE COMPANY

At Center Theatre Group, we believe theatre creates an extraordinary connection between artists and audiences. As one of the nation's most influential non-profit theatre companies, we provide the broadest range of theatrical entertainment in the country at the Ahmanson Theatre, the Mark Taper Forum and the Kirk Douglas Theatre. Whether it's producing new work through our robust artistic development programs or engaging people of all ages and backgrounds across Los Angeles through our community and education programs, we put theatre at the center of it all.

Center Theatre Group commits to creating a safe space where access, belonging and a positive workplace culture are rooted in all levels and 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 on stage, behind the scenes and in the community.

POSITION SUMMARY

Center Theatre Group seeks an experienced foundation and government fundraiser with a proven track record of successfully identifying, cultivating, securing and stewarding foundation and government grants and contracts, ideally in the arts and culture sector. The Institutional Giving Officer (IGO) is responsible for overseeing a portfolio of foundation and government donors and prospects. The successful candidate will be an effective collaborator with other members of the fundraising team as well as engage regularly with Artistic and Education & Community partnerships to understand and translate program impact information to donors. The IGO will also interface regularly with Finance and Executive team members to ensure that prospective funders and grant programs align with CTG's values and priorities. While a significant facet of the position is spent researching, preparing grant applications and reports, the role will also engage directly with a portfolio of funders as their primary relationship manager. Collaboration across departments with senior staff and Board Members is essential.

PRIMARY RESPONSIBILITIES

- Collaborates with Institutional Giving team to implement strategies to identify, cultivate, solicit, and steward foundations and government agencies in support of annual fundraising goals and special campaigns.
- Develops a plan for each donor and prospect in collaboration with Director of Corporate, Foundation & Government Relations and Chief Development Officer as well as prospect research colleagues, including identifying appropriate projects and budgets and ensures preparation of solicitation materials and proposals as needed.
- Develops clear, compelling grant narratives and supporting materials, including budgets, attachments, and reports, to effectively communicate program impact and organizational priorities.
- Manages a select portfolio of foundation and government funders supporting their cultivation and stewardship through meetings, calls, site visits, special events, and ongoing engagement.
- Collaborates with Director of Corporate, Foundation & Government Relations and Corporate Relations Officer in developing institutional funding strategies for key projects through inter-departmental strategy sessions. Manages strategy on select funding projects, bringing together Individual Giving, Special Events and Corporate colleagues to ensure the optimal results of project funding.
- Works closely with Executive Programs Manager to stay current regarding Government engagement strategies and priorities and how they may impact existing or future government grants. Where needed, participate in conversations and stewardship activities.
- Partners with all departments at CTG to gather data and synthesize information that demonstrates program outcomes and impact for use in proposals and reports.
- Works with Advancement Operations to track end of fiscal year projections, process gift documentation, produce donor acknowledgments and listings, and conduct research on current and prospective funders.
- Leads completion of the annual DataArts Cultural Data Profile.
- Manages day-to-day grant activity for current and prospective foundation and government funders, ensuring accurate and timely submission of letters of inquiry, proposals, reports, and award requirements, and maintaining the grants calendar.
- Maintains institutional donor records in the Tessitura database, ensuring accurate tracking of gifts, deadlines, contact reports, and funder requirements.
- Participates in donor engagement activities and special events, including opening nights, performances, and cultivation events.
- Demonstrates a commitment to access, belonging and a positive work culture.
- Maintains an in-depth understanding of CTG's funding priorities and passionately and persuasively articulates them.
- Works closely with and proactively involves board and volunteer leadership in cultivation and solicitation activities to ensure gift sizes are maximized.
- Other duties or projects as assigned.

Center Theatre Group 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

Three or more years of progressively responsible fundraising experience and a proven track record of soliciting and stewarding foundation grants and contracts. Excellent written and presentation skills. Strong interpersonal and communication skills with funder representatives are essential. Must be proficient in Microsoft Office applications and CRM database systems; Tessitura experience is a plus. Fundraising experience in the arts and culture sector is a plus and a passion for theatre a must. Seeking applicants who appreciate a fun but professional workplace environment that is passionate about a career in development and advancement.

MINIMUM REQUIREMENTS

- Ability to sit, type and work at a computer for extended periods of time.
- Ability to lift, carry at least 25 pounds
- Ability to travel to and from the office and to lunch, dinner, and other meetings
- Willingness and ability to work 40 hours per week. Flexibility to work non-traditional hours as needed for events and performances.
- Excellent email communication skills.
- A minimum of two years fundraising experience.
- Ability to communicate through incoming and outgoing phone calls.

All employees are required to pass a background check.

In order to ensure a safe and healthy workplace, CTG recommends that all employees stay current with COVID-19 vaccinations and boosters.

COMPENSATION

CTG offers a comprehensive compensation and benefits package including retirement plan options, escalating paid vacation, sick, personal days and holidays, and health benefits including medical, dental, vision, life and long-term disability insurance, flexible spending accounts and employee assistance program.

HOW TO APPLY

Tell us why you are the ideal person for this job.

Please send your resume and cover letter to ADVANCEMENTJOBS@CTGLA.ORG. Please be sure to include the position title in the subject line of the email. Due to the heavy volume of resumes received, emails that do not include the job title in the subject line of the email may not be considered. In the cover letter, please indicate how you became aware of this position, e.g., name of website, current employee, other source.

No phone calls please. We will contact qualified individuals to set up interviews.

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. CTG 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.