

## **Senior Manager of Institutional Giving**

Salary Range: \$75-80K

### SUMMARY OF POSITION

The Senior Manager of Institutional Giving is responsible for sustaining and growing the portfolio of Foundation and Corporate supporters to the St. Louis Shakespeare Festival. The Senior Manager reports to and works in partnership with the Director of Development with guidance from the Producing Artistic Director to achieve the organization's mission of fostering community and joy through the Shakespearean tradition of art for all.

### ESSENTIAL FUNCTIONS

#### Fundraising and Relationship Management

- Drive the overall execution for the Institutional Giving portfolio, including developing strategies in collaboration with the Director of Development to grow Foundation and Corporate dollars and numbers of donors.
- Manage a personal portfolio and provide support for director portfolios of Foundation and Corporate donors with a total anticipated FY25 revenue goal over \$1 M.
- Identify, qualify/research, cultivate, solicit, and steward Foundation and Corporate donors and serve as one of the Festival's external representatives.
- Develop and maintain relationships with funding institutions, program officers, and collaborating organizations, by scheduling introductory/exploratory meetings and site visits, and engaging them through the Festival's annual programming.
- Research public funding opportunities and work in collaboration with Director of Development and Producing Artistic Director to develop strategy
- Other duties as assigned by Director of Development and Producing Artistic Director.

#### Grants Management

- Responsible for grant writing and reporting for Foundation, Government and Corporate portfolio, including preparing high-quality LOIs, concept papers, proposals, budgets, and reports that are tailored to each funder based on their priorities and requirements.
- Ensure compliance for all grants, including facilitation of audits, monitoring or site visits, and meeting regulatory requirements.
- Develop and maintain a proposal calendar and manage the proposal submission process to ensure timely submission of all required materials.
- Conduct prospect research to identify, cultivate and solicit new grants

#### Corporate Partnership Program

- In conjunction with the Director of Development, oversees full range of activities required to identify, prepare, submit and manage all corporate sponsorship proposals in support of Festival programs and special events, including: annual season sponsorship, individual show sponsorship, program support, and special events

- Oversees and manages corporate sponsorship campaigns (such as special events and annual programs); this may include developing project plans with timelines to coordinate the outreach efforts of fellow team members
- Develop compelling materials and sponsorship benefits for corporate partner program, identifying relevant marketing benefits and coordinating deliverables.

#### QUALIFICATIONS

1. Five (5) to seven (7) years of non-profit fundraising experience with at least three (3) years grant writing experience preferred
2. Proven record of achieving fundraising goals through persuasive grant/proposal writing and successful moves management
3. Strong strategic thinking, problem solving, leadership, and communication skills
4. High attention to detail, high level of organization and deadline driven
5. Proficient at time and process management
6. Professional, energetic, self-motivated and ethical
7. Ability to work independently within a strong teamwork philosophy toward common goals
8. Ability to work effectively in Patron Manager or similar donor database
9. Belief in the mission of St. Louis Shakespeare Festival

#### PROCESS

Please send a pdf of cover letter, and resume to [jobs@stlshakes.org](mailto:jobs@stlshakes.org) by July 31, 2024.

*St. Louis Shakespeare Festival is an Equal Opportunity Employer and has a strong commitment to equity, diversity and inclusion (ED&I) in our hiring process, as well as in all areas of our work. We believe that diverse ideas, cultures, and traditions are vital assets that enrich the programs and productions we produce for our community. All qualified applicants will receive consideration for employment without regard to race, color, religion, gender, gender identity or expression, familial status, sexual orientation, national origin, ability, age, or veteran status.*