

POSITION: Institutional Giving Manager

DEPARTMENT: Development

CLASSIFICATION: Full-time / Salaried / Exempt

SUPERVISOR: Associate Director of Institutional Giving

SALARY RANGE: \$65,000 - \$75,000, depending on experience

OVERVIEW

Founded in 1947 by Nina Vance, the Alley Theatre is a pioneer of regional theatre, and one of the leading nonprofit theatre companies in the United States delivering world class theater on its two stages and through its education and community engagement work. The Alley has been awarded the prestigious Regional Theatre Tony Award® and the Texas Medal of Arts Award. The Alley has transferred productions to Broadway, Off-Broadway, major European Festivals, and to 40 American cities. Unique among regional theatres, the Alley is committed to maintaining a Resident Acting Company and providing them with work year-round. Nationally recognized directors, actors, playwrights, and designers from across the country have regularly joined the Resident Acting Company.

Led by Artistic Director Rob Melrose and Managing Director Jennifer Bielstein, the Alley focuses on delivering excellent programming to inspire and enchant lives through theater and prioritizes creating a welcoming environment for all.

JOB STATEMENT

Under the direction of the Associate Director Institutional Giving, the Institutional Giving Manager serves as a key member of the development team, assisting in the improvement and executing strategies regarding corporate, foundation, and government opportunities in support of Alley's annual fund and special project funding. The Manager is to support the Associate Director Institutional Giving by overseeing administrative tasks related to all grants. This individual must manage a portfolio and perform duties, such as writing formal proposals/applications, stewarding relationships with existing donors, and researching and cultivating relationships with prospects. The Manager must be an independent, fast-paced self-starter with exceptional communication and written skills and a proven track-record for securing and increasing corporate, foundation, and government support.

JOB DUTIES

- Maintain a current annual calendar of all corporate, foundation, and government grant deadlines to include submission dates and report dates.

- Assist Associate Director Institutional Giving to ensure the timely completion of all corporate, foundation, and government grant proposals and applications, required reporting, and stewardship activities.
- Manage all deadlines for submission and reporting within portfolio through Tessitura database with plan steps, status updates, contact information updates, prospect research, and reports.
- Draft and edit letters and other correspondence as needed for the Associate Director Institutional Giving
- Under the guidance of the Associate Director Institutional Giving, communicate with senior leadership and team members from other departments in gathering information for funding purposes and proposals.
- Ensure the proper acknowledgement and benefit delivery for all corporate, foundation, and government supporters through deliverables outlined in proposals and grant agreements
- Broaden the prospect pool through relationship management and research. In the case of the latter, coordinate research with the department's Research Analyst.
- Coordinate with the Associate Director Institutional Giving and the Donor Events team to include Foundation representatives at a spring CenterStage dinner and performance.
- Attend events throughout the season encouraging the development of relationships with the Alley's donors.
- Actively participate in proofing of the Annual Report and *Playbills*.

REQUIREMENTS (SKILLS and KNOWLEDGE)

- Bachelor's degree required.
- Minimum three years of experience in non-profit grant writing and project management.
- Excellent communication skills with demonstrated ability to prepare and present both formal written and oral presentations.
- Strong collaboration skills to work effectively across the organization
- Must be able to think critically and strategically and anticipate potential project challenges.
- Must be able to manage multiple projects and deadlines in a timely fashion
- Extensive computer and database knowledge necessary (Word, Excel, Tessitura).
- A demonstrated record of ability to multi-task and meet non-negotiable deadlines, completing assignments on time.
- Understand and incorporate feedback and edits
- Comfortable asking questions and researching projects
- Broad knowledge of the principles of fundraising.
- Excellent oral, written, copyediting, grammar, and interpersonal skills.
- High attention to detail and accuracy.

- Strong problem solving, research, analytical, organizational, and strategic planning skills.
- Self-motivated and self-starting.

PHYSICAL REQUIREMENTS/WORKING CONDITIONS

- Prolonged periods of sitting at a desk and working on a computer.
- Ability to lift and move 25 lbs.
- Must be comfortable working in a fast-paced environment where directions and priorities can change rapidly.
- Typical hours are during the day, but the position requires flexibility to be available for weekend, holidays, and evening work hours as needed.

BENEFITS & PERKS

- Medical, dental and vision insurance
- Paid vacation, floating holiday and sick time
- 401(k) with matching, FSA, HRA (Alley paid deductible)
- Free and discounted tickets to Alley Theatre performances
- Discounted Parking (\$4 Bi-weekly)
- Discounted gym membership
- Employee wellness program & Employee Assistance Program (EAP)
- Houston, TX is one of the most affordable cities in the nation with no state or city income tax.

TO APPLY

To apply for this position, please go to the following link on the Alley's website and apply.

<https://www.alleytheatre.org/about-us/opportunities/employment>

Alley Theatre is committed to providing reasonable accommodations for qualified individuals with disabilities and disabled veterans in our job application procedures. If you need assistance or an accommodation due to a disability, you may contact us at hrdept@alleytheatre.org.

The Alley Theatre is an Equal Opportunity Employer and does not discriminate on the basis of race, color, religion, sex, national origin, age, disability, sexual orientation, gender identity, veteran status or any other characteristic protected by applicable local, state, or federal law. We encourage people of all backgrounds to apply.