



INSTITUTIONAL GIFTS MANAGER

Status: Full time, exempt
Reports to: Director of Development

Background:

ODC is a ground-breaking contemporary arts institution: a world-class dance company, ODC/Dance, a state-of-the-art presenting venue, ODC/Theater, and dance school, ODC/School. Known nationally for its entrepreneurial savvy as well as artistic innovation, the organization is unique for its fully integrated vision. Operating in San Francisco's Mission District for over 47 years, our programs and activities have contributed to community development, arts education for all ages, and access to creative art-making. ODC strives to inspire audiences, cultivate artists, engage community, and foster diversity and inclusion through performance, training, and mentorship.

Position Summary:

ODC is seeking an experienced, energetic, and highly organized individual to join our outstanding Development team. Working alongside the Director of Development, the Institutional Gifts Manager is responsible for securing \$600,000+ annually from institutional funding sources, developing strategies and managing all elements of ODC's foundation, corporate and government funding. Major duties include developing and stewarding relationships with current and prospective institutional funders; producing narrative and financial proposals and reports; collaborating with internal departments and staff; conducting prospect research to identify new sources of funding; ensuring that grant requirements and outcomes are followed and met; and tracking program and financial data.

Primary Responsibilities:

- Responsible for identifying and securing support from institutional funders (foundations, corporations, and government sources) that yield more than \$600,000 annually
- Develop, write, edit, and produce proposals, program budgets, reports, letters of inquiry, and supplemental materials; lead collaboration with appropriate internal departments and staff to define and create programs for support
- Manage grants, sponsorships and other awards to ensure organizational compliance with requirements; develop and provide benefits and other funder recognition, and ensure ongoing stewardship of funding relationships
- Responsible for the timely reporting of grant deliverables; work closely with Finance, Artistic and other departments to manage grant budgets and accurately track financial information; ensure that any evaluation requirements, program outcomes, and metrics are met

- Create cultivation and stewardship opportunities for current and potential funders; facilitate site visits; provide regular program updates and invitations to events; and develop other initiatives to build longstanding relationships with institutional funders
- Research and identify opportunities to pursue new and increased foundation, corporate and government support
- Maintain grants tracking calendar that includes proposal and reporting deadlines, programmatic purposes and grant periods, prior submissions and awards, and tracking progress toward annual revenue goals
- Ensure accurate and timely communication of funding commitments and awards to Finance department

Qualifications and Requirements:

- Bachelor's Degree and a minimum of 3 years development experience in grants coordination/management in a non-profit organization, with increasing responsibility
- Excellent verbal and written communications skills, including experience producing compelling funding and sponsorship proposals, reports, and other persuasive communications materials
- Excellent project management and organizational skills with particular attention to detail
- Proficient in research, interpreting and analyzing diverse data
- Highly motivated and energetic self-starter who can take initiative and work independently as well as a team-player who works well with colleagues and high-level funders
- Prospect research experience including familiarity with Foundation Center Directory and other online research tools
- Proficiency with Microsoft Office Suite, G Suite, and experience working with customer relationship management systems -- knowledge of Salesforce/Patron Manager preferred
- Must be available to work occasional evenings and weekends to provide assistance at select Development events (e.g. fundraising galas, donor receptions, cultivation events, etc.)
- Passion for the arts/dance and/or experience in a performing arts organization a plus

Compensation and Benefits

Non-profit salary, commensurate with experience. As a dance organization committed to physical well-being, ODC's benefits package currently includes health coverage for full-time employees (vision and dental coverage are available at the employee's cost), two weeks paid vacation, sick leave, free dance classes, and a dynamic work environment.

Applications and Inquiries

To apply, please send a cover letter, resume, and a grant writing sample to hr@odc.dance by January 31, 2019. Please put "Institutional Gifts Manager" in the subject line of your email. Position is open until filled. No phone calls, please.

ODC is an Equal Opportunity Employer.