



ASSOCIATE DIRECTOR, INSTITUTIONAL GIVING

JOB POSTING

P.S. ARTS is dedicated to advancing equity and opportunity for children and youth by providing arts education in systemically under-resources schools and communities.

Reports To:	Advancement Director
Location:	P.S. ARTS Office, Los Angeles
Schedule:	Office Hours 9 _{AM} – 5 _{PM} , but must be able to work some nights and weekends
Travel:	Travel to event sites and vendor locations may be required
Designation:	Full-time, Exempt
Salary:	\$80,000 – 87,000 annually <i>Salary adjustments are dependent on performance, cost-of-living and the Organization's budget</i>
Benefits:	Medical, Dental, Vision, Life and Disability, 401k (unmatched) and FSA eligible

Position Summary:

The Associate Director of Institutional Giving (“AD”) is responsible for executing the organization’s annual fundraising plan, including institutional, corporate, and related event giving. Under the guidance of the Advancement Director, The AD is tasked with developing and maintaining ongoing relationships with funders on behalf of the organization, collaborating with the Communications team to create related promotional materials, overseeing institutional giving, and managing related fundraising staff.

A successful AD is highly organized, responsive to a fast-paced environment, and can take appropriate action while working both independently and collaboratively. They will be familiar with the landscape of fundraising, particularly an understanding of developing and securing funding from private sources. The AD’s overall goal is to ensure the institution’s fundraising goals are met.

Knowledge, Skills & Abilities

- Demonstrated experience in non-profit fundraising and a strong knowledge of fundraising strategies.
- Demonstrated ability to shepherd a grant through its full lifecycle – prospect research, LOI, proposal, site visit, follow up, contracting, and reporting.
- Demonstrated ability to plan, implement, and administer sponsorships and corporate funding.
- Demonstrated ability to work with a goal-focused team.
- Strong administrative and communication skills and ability to tailor communication style to various audiences and stakeholders.
- Familiarity with the arts and arts education field preferred.

Responsibilities

This position involves assisting in hiring, evaluation and supervision of the Advancement team

- Oversee grants management;
- Execute annual fundraising plan for corporate, foundation, and government giving, including corporate and foundation sponsorships for events;
- Serve as the main point of contact for all institutional funding partners, including corporate, foundation, and government funders;

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- Develop corporate volunteer program and provide support for individual volunteer opportunities.
- Provide supporting materials to CEO and Advancement Director to assist in the development of revenue goals for upcoming budget cycles and participate in budgeting discussions, as appropriate;
- Develop and maintain ongoing relationships with institutional donors and volunteers;
- Document all institutional giving relationships in Raiser's Edge database;
- Manage FoundationSearch database and prospect research;
- Field all incoming corporate inquiries and grant RFPs;
- Work with Programs Team and Finance Director to ensure grant budgets accurately reflect organization needs;
- Plan and facilitate institutional donor site visits, including prepping staff for visits;
- Develop creative sponsorship opportunities that provide partners with measurable return on sponsorship investment;
- Support identification and cultivation of corporate donors for program support and event sponsorship;
- Work with events management staff to draft sponsorship contracts and collaborate on sponsorship fulfillment, as needed;
- Develop and facilitate corporate volunteer program;
- Draft year-end reports and fundraising appeals for donor constituencies;
- Provide editing feedback to Communications team on related materials; and
- Represent P.S. ARTS at donor events as needed;

This description is not designed to cover or contain a comprehensive list of activities, duties or responsibilities that are required of this position. Descriptions may change in response to Organization need at the discretion of the CEO.

Working Conditions:

- Lift, push, or carry supplies, equipment, instruments or furniture up-to 40lbs.
- Bend, twist, reach, stand and/or sit for long periods of time.
- View LCD screens for long periods of time.
- Work with video equipment and a comfort with being recorded.
- Travel and attend meetings and events outside of your worksite, which may require occasional use of a motor vehicle for transportation to other locations. Due to responsibilities requiring travel to locations not easily accessible by public transportation, driving may be an essential job responsibility for this position.

About P.S. ARTS:

The P.S. ARTS team is a diverse group of people with different skillsets and experiences, from various cultures and backgrounds with one thing in common – a dedication to arts education. P.S. ARTS encourages all employees to feel empowered by and model the Organization's values of Art, Community, Equity, Innovation, and Excellence.

How to Apply:

Please submit a cover letter and resume to jobs@psarts.org
Subject line: "Associate Director, Institutional Giving."

APPLICATION DEADLINE: *open until filled*

Phone Screenings will be held on a rolling basis.

Please no hardcopies or phone calls.

P.S. ARTS is an equal opportunity employer and dedicated to better reflecting the communities we serve while building an inclusive environment for people of all backgrounds and ages. P.S. ARTS also supports and will provide reasonable accommodation to ensure the application process is accessible to candidates who require additional accommodation.

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