



# Children's Theatre of Charlotte

## Institutional Giving Manager

Charlotte, NC • Development Department

**We create exceptional theatre experiences, inspiring generations to explore the wonder of their world.**

Our Institutional Giving Manager is uniquely situated to help our small, but mighty Development Team support our core mission, to create exceptional theatre experiences both on the stage, in the classroom and for our community.

### **WHAT WE DO...**

Children's Theatre of Charlotte (CTC) is proud to be an organization where a diverse mix of talented, committed, and enthusiastic people gather to do their best work. As we inspire generations to explore the wonder of our world, we desire to see the diversity and amazing, expanding tapestry of this world and community reflected in all our programming, behind the scenes, and in our team members, board, and volunteers.

CTC has grown to become a national leader in professional Theatre for Young Audiences and is recognized for the breadth and strength of its programs. We are dedicated to creating vibrant and engaging professional theatre experiences on the stage and in the classroom.

### **WHAT YOU'LL DO...**

You will be a key member of our Development Team, who is charged with securing \$1.54 million in contributed revenue this year. You will work closely with the Director of Development to realize the full scope of our funding efforts, with your primary work centered around developing and writing compelling grant proposals and managing the full grants cycle. Your primary responsibilities will include:

- Drive institutional fundraising efforts and deadlines, including setting annual grant strategy, cultivating relationships, building a case for support, and researching potential funding sources.
- Serve as a relationship manager to current and prospective institutional partners.
- In collaboration with leadership across the organization, identify and align existing or potential projects and programs with funding opportunities.
- Create and maintain engagement opportunities with funding partners to deepen the relationships and expand support.
- Identify and align funder's priorities with the Theatre's programs and priority funding.
- Support the Director of Development in implementing and executing the Theatre's development plan.

- Attend all applicable fundraising and donor-related events.
- Perform all functions and conduct all communications with the goal of fulfilling the Mission Statement and Core Values of Children's Theatre of Charlotte.
- Create and maintain engagement opportunities with funding partners to deepen the relationships and expand support.

### ***Grants, Targeted Patron Contributions and Financial/Data Tracking Duties***

- Solicit foundation, corporate, and government funded grants/gifts while building meaningful mutual beneficial relationships through cultivation and stewardship.
- Manage and grow a fundraising portfolio by identifying, cultivating, soliciting and stewarding viable funding sources from local, regional, state, and national foundations, corporations, and government agencies in support of Children's Theatre of Charlotte
- Manage full cycle of portfolio grant activity; including but not limited to initiating, preparing, submitting, tracking, reporting and overall project management.
- Evaluate and monitor national, state, and local level grant opportunities to identify funding sources.
- Partner with the Business Manager and relevant staff to ensure that restricted funds are properly stewarded and reported according to the conditions of the grant.
- aiTrack and capture pertinent donor data and information in our donor database, Bloomerang.

### **TO BE SUCCESSFUL IN THIS ROLE...**

- You have strong organizational and time management skills; with an ability to set plans, work toward deadlines, and communicate with teammates throughout a project's completion
- You are energetic, enthusiastic, goal driven, unflappable under pressure, and can strike a balance between juggling all the details and executing them successfully.
- Enthusiastic relationship builder, eager to interact and collaborate with our staff members, board members, and our funding stakeholders.
- Creative problem-solver, idea generator, and self-starter with the capacity to start a project, ask questions, and build consensus as needed
- You are proficient in using Google Workspace and Microsoft Office apps and donor/volunteer CRMs. You are driven to find ways to use technology for efficiency and effective event and volunteer management.
- You are an organized, detail oriented, and strong project manager, with solid administrative and leadership skills. You are at your best when working on a variety of projects simultaneously.
- You are people-oriented with the ability to motivate others. Receptive to new ideas, you can develop, nurture, and leverage authentic relationships within and outside of the organization.
- You are an extraordinarily effective communicator.
- You are excited to lead through a lens of equity, cultural awareness, and sensitivity.

### **EDUCATION/EXPERIENCE**

B.A. degree or a combination of significant professional event planning experience and education.

**COMPENSATION AND BENEFITS:** \$48,000 to \$52,000, including a full scope of health and welfare benefits, retirement match and generous PTO policy. Our employees receive free show tickets and discounts on education classes

**PHYSICAL DEMANDS:** The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The employee may at times lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception and ability to adjust focus. While performing the duties of this job, the employee is regularly required to sit; use hands to handle or feel and talk or hear. The employee is frequently required to stand, walk, reach with hands and arms and taste or smell. The employee is occasionally required to climb or balance and stoop, kneel, crouch, or crawl.

**APPLICATION REQUIREMENTS:** Please apply by clicking this link: [Work With Us!](#) As part of the application, we ask you to please attach a résumé and cover letter (**PDF PREFERRED**).

The job will be open until filled, however applications received before August 30, 2024 will receive the highest consideration.

We recognize theatre as a means of holding up a mirror to society, and that all people's race, ethnicity, culture, background, and beliefs should be celebrated and reflected onstage, on staff, and in the audience. Employment opportunities are available to all, without regard to race, religion, color, national origin, gender, veteran's status, age, marital status, sexual orientation, or disability. In addition, we will endeavor to make reasonable accommodations for known physical or mental limitations of otherwise qualified employees and applicants with disabilities unless the accommodation would impose an undue hardship on the operation of our business.