

Manager of Institutional Giving

Arden Theatre Company, Philadelphia, PA | www.ardentheatre.org

Position Title: Manager of Institutional Giving
Department: Development
Classification: Full-Time, Salaried Exempt, (40 hours / week)
Reports to: Director of Development
Location: On-Site

About the Arden

Founded in 1988, Arden Theatre Company is a professional regional theatre offering the highest quality theatrical productions and educational programs to the artists, audiences, and students of Greater Philadelphia. Each year, we produce the Mainstage season and Arden Children's Theatre, the city's first resident children's theatre. From our productions that reach over 100,000 audience members each year to our educational outreach programs that inspire and empower 6,000 students in schools across our region, the Arden stands out as a haven for shared stories and a vital incubator to create new work.

The Arden has been an important force behind the vitality of the Old City neighborhood and in the Philadelphia cultural landscape. The Arden has been an important force behind the vitality of the Old City neighborhood and in the Philadelphia cultural landscape. In the 2023/24 season, the Arden produced five Mainstage and two Arden Children's Theatre productions, resulting in 375 performances seen by more than 85,000 people. The company is focused on returning to its previous performance levels of FY19, where we produced seven Mainstage and two Arden Children's Theatre productions resulting in 508 performances seen by more than 106,000 people.

Mission

Arden Theatre Company is dedicated to bringing to life great stories by great storytellers on the stage, in the classroom, and in the community.

Great stories on the stage: We produce a wide range of stories in a variety of styles: classic and contemporary, intimate and epic, fiction and nonfiction, musical and dramatic. Producing the great playwrights allows us to measure ourselves against the masters of our craft while sharing the voices of new writers gives us the opportunity to shape the future of American theatre. We embrace stories for audiences of all ages and bring the same artistic quality to all our work.

Great stories in the classroom: Kids are celebrated at the Arden. We nurture curiosity, creativity, and confidence through our educational programming. We foster connections between theatre and reading and promote literacy for our young audiences. We reach thousands of students each year, introducing many of our region's kids to theatre for the first time.

Great stories in the community: We believe in the power of stories to bring people together. We work to build a vital community of artists who excel creatively through shared experiences and with whom our audiences identify. The Arden strives to be Philadelphia's hometown theatre; we seek community partnerships and collaborations, make our work affordable and accessible, and train the next generation of theatre leaders, contributing to the region's cultural landscape.

Position Summary

Arden Theatre Company seeks an experienced professional to fill the role of Manager of Institutional Giving. Reporting to the Director of Development, the Manager of Institutional Giving is responsible for tracking, researching, writing, and submitting grant proposals and reports to the Arden's foundation, corporate, and government funders, ensuring compliance with funding guidelines. In this deadline-driven role, the Manager is expected to proactively seek opportunities to generate proposals based on corporate and foundation interest that will result in funding for the immediate and long terms goals of the Arden. The Manager of Institutional Giving will also meet and interact with donors, patrons, and community members, as well as the Arden's staff, volunteers, and partners.

Essential Duties and Responsibilities

- With oversight from the Director, write, edit, and submit grant applications and proposals, and reports to institutional funders
- Manage and maintain the annual calendar of fundraising efforts for Foundation, Government, and Corporate solicitations
- Maintain electronic and physical files and Constituent Relationship Management (CRM) records for institutional funders, including contact information, grant application documentation, attachments, and correspondence
- Provide stewardship to current donors and support relationships between the theatre and its institutional contacts
- Conduct grant research and make recommendations about new institutional prospects
- Provide support and logistical assistance for fundraising and cultivation events such as cultivation and stewardship receptions/dinners, trips, etc., including the creation and maintenance of institutional funders invitation lists
- Assist with writing and editing departmental and company-related collateral, as needed
- With the Development Team, provide donor concierge services and onsite Development presence at performances
- With the Development Team support the organization's fundraising and donor cultivation and appreciation events, paying particular attention to events associated most closely with assigned portfolio
- This job description is not intended to cover or contain a comprehensive listing of activities, duties, or responsibilities required of the employee for this position. Duties, responsibilities, and activities may change at any time with or without notice.

Preferred Experience & Qualifications

A bachelor's degree or at least two years of equivalent experience is required. Equivalent experience includes paid or volunteer work in writing and editing, with a preference for nonprofit or fundraising knowledge. Successful candidates will bring:

- Superior writing and editing skills, including knowledge of grammar and various writing styles
- Excellent computer skills, especially Microsoft 365; experience with CRM or database software a plus
- Timeliness, accuracy, and attention to detail, with special emphasis on organization of information and data

Preferred Competencies & Qualities

Successful candidates will:

- Have good judgment, strong decision-making skills, and able to work with minimum supervision
- Demonstrate diplomacy, tact, and professionalism
- Be calm under pressure and skilled at multitasking and managing competing priorities
- Be comfortable in a fast-paced environment; flexibility is key
- Be a team player—rolling up your sleeves must be a favored tactic
- Be able and willing to work a flexible schedule, which will include some nights and weekends
- Have a passion for theatre and in the Philadelphia cultural community with a genuine interest in becoming a driver of the Arden's mission and vision

Compensation

Compensation for this position is \$48,000 to \$52,000/year, commensurate with experience

Arden Theatre Company provides Medical and Disability Insurance, Flexible Savings Plan, 403(b) Defined Contribution Plan, and paid vacation, personal, holiday, and sick leave.

Application Process

Applicants should submit a cover letter, resume, and three professional references to humanresources@ardentheatre.org. Please include "Manager of Institutional Giving" in the subject line.

Candidates will be considered on a rolling basis, with priority given to applications received by February 7th.

Arden Theatre Company has instituted a mandatory COVID-19 vaccination policy for all employees; the successful candidate must provide proof of vaccination prior to beginning work and must agree to adhere to all Arden Theatre Company's safety protocols.

Arden Theatre Company is an Equal Opportunity Employer committed to providing an environment of mutual respect. Equal employment opportunities are available to all applicants without regard to race, color, religion, sex, national origin, age, disability, sexual orientation, gender identity, gender expression, veteran status, and any other characteristic protected by applicable law. Applicants from historically underrepresented groups in the theatre industry are strongly encouraged to apply.