DIRECTOR OF INSTITUTIONAL GIVING (#5451)
Job Description

Department: Cal Performances
Campus: Berkeley
Payroll Title: Fundraiser 3
Title Code: 7547U (Exempt)
Percentage of Time: 100%
Schedule: Monday-Friday, including nights and weekends, as required
Supervisor: Chief Development Officer
Personnel Policy: Personnel Policies for Staff Members

INTRODUCTION

Cal Performances is the performing arts presenting, commissioning and producing organization based at the University of California, Berkeley. The mission of Cal Performances is to produce and present performances of the highest artistic quality, enhanced by programs that explore compelling intersections of education and the performing arts. To learn more about Cal Performances, please visit http://calperformances.org/.

Cal Performances is seeking an experienced Director of Institutional Giving to oversee our growing portfolio of corporate, foundation and government funders, and join a dynamic six-person development team.

Our institutional giving portfolio is thriving and the successful candidate will work directly with program officers and corporate representatives on all aspects of cultivation, proposal development, and stewardship. While supported by the Chief Development Officer, the Director of Institutional Giving will have many opportunities to work one-on-one with artistic and program leadership, as well as Board members invested in making funding connections for Cal Performances.

RESPONSIBILITIES

Duties include but are not limited to:

Institutional Giving

- Manage a portfolio of institutional funders
- Develop and implement strategies to maximize support from current corporate, foundation and government donors
- Identify, qualify, and cultivate prospective funders
- Draft and implement plans to grow the institutional giving program year over year
- Put forward budget projections and track progress towards goals
- Work with the programming team to understand funding needs; adjusts fundraising plans and proposals as needed
- Effectively represent Cal Performances in-person and in written communications
- Submit letters of inquiry, proposals, applications and reports as required for corporate, foundation and government grants and sponsorships, in compliance with grant guidelines and deadlines
- Set funder meetings with Cal Performances’ Executive and Artistic Director, Director of Artistic Planning and Chief Development Officer, as needed. Prepare follow-up letters and other materials as needed.
• Research and prepare full prospect and/or funder briefings
• Regularly communicate with the Director of Artistic Planning and Chief Development Officer about all matters related to institutional giving. Maintain grant calendar and effectively communicate deadlines
• Regularly review newsletters and publications including Philanthropy News Digest alerts, IEG Sponsorship Report, arts groups list serves, foundation newsletters, etc, to ensure that Cal Performances is aware of current fundraising trends, emerging institutional donor prospects, and innovative stewardship strategies
• Create and maintain prospect and funder files in keeping with Cal Performances’ Standard Operating Procedures and required entry in Tessitura, and in keeping with UC Berkeley’s regulations and required entry in CADS
• Act on grant opportunities and RFP’s as appropriate
• Work with select trustees to identify and solicit corporate prospects.
• Collect, write and edit content for institutional giving web pages

Stewardship

• Maintain and deepen relationships with current corporate and foundation donors
• Proactively and creatively fulfill terms of sponsorship agreements
• Act as the primary contact for corporate representatives
• Oversee corporate hospitality and events. Specific duties include managing corporate events ranging from backstage visits and pre-performance dinners, as well as handling all ticket requests
• Work with the development team to incorporate institutional funders and prospects into annual fund activities (intermission receptions, post-performance receptions, etc.)
• Work internally to ensure accuracy of donor credits and logos in programming, development and marketing collateral; and externally to secure funder approval
• As required, attend performances and events, and help staff the donor intermission lounges and post-performance events, in order to build personal relationships with trustees and donors who may be able to assist in furthering institutional giving goals

General Administration and Campus Coordination

• Arrange for cultivation and solicitation clearances with University Relations
• Submit contact reports in CADS and interface with UC Berkeley’s Corporate and Foundation Relations team as needed.
• Coordinate as needed with the Chancellor’s Office, Sponsored Projects Office, Contracts and Grants Office, and other campus fundraising personnel to assure compliance with all University regulations concerning grants to Cal Performances
• Along with other development staff, represent Cal Performances to University Relations and the Fundraising Council and sub-committees
• Work with Cal Performances’ accounting team and the Sponsored Projects Office to ensure that award distributions are received in a timely fashion
• Represent the Institutional Giving program to staff, board, University and other invested and/or interested parties as needed
SKILLS, KNOWLEDGE & ABILITIES

• Minimum of 3 years direct institutional fundraising experience required
• Demonstrated success in securing grant awards
• Experience working directly with funders
• Excellent and highly versatile written communication skills
• Ability to effectively communicate an organization's mission and accomplishments in-person and in writing
• Knowledge of—and demonstrated interest in—corporate, foundation, and/or government cultivation, solicitation and stewardship techniques, as well as best practices and current trends in institutional fundraising
• Broad understanding of the diverse functions involved in an arts organization
• B.A. degree, or equivalent experience
• Excellent interpersonal skills and experience in building productive relationships with donors and volunteers
• Ability to work independently and as part of a team to set priorities and manage multiple projects simultaneously
• Ability and willingness to work nights and weekends as assigned
• Strong base of knowledge and interest in the performing arts
• Excellent computer skills and facility with MS Office including Microsoft Word and Excel. Ability to learn new software programs as required. Familiarity with Tessitura software desired
• Must be able to successfully pass a background check

Please visit https://jobs.berkeley.edu/ (search by the Job ID #5451) for a complete job description and to apply, or use the following DIRECTIONS:

DIRECTIONS:
1. Select the link to access our careers site.
2. Sign In to access your account or if you are not an existing user select the New User link to create one.
3. Review the job description and select the Apply button to begin your application.


If you are a current employee of our organization please use the following link instead: