

JOB DESCRIPTION



Job Title:	Institutional Giving Manager		
Location:	Purchase, NY	Travel Required:	No
Level/Salary Range:	Commensurate with experience	Position Type:	Part-Time (25-30 hours/week with flexible hours; Hybrid workplace)
Mission:	RTA helps people in prison develop critical life skills through the arts, modeling an approach to the justice system based on human dignity rather than punishment.		
Work Environment:	RTA is a fast-paced organization led by a passionate staff who value teamwork and a service leadership philosophy.		

POSITION DESCRIPTION:

A new position created to increase institutional gifts, RTA seeks an experienced and skilled Institutional Giving Manager to manage giving and secure new foundations, corporations and government funders. This role reports to the Director of Development & Communications and works closely with the Deputy Director who is also the Senior Grant Writer.

KEY ROLES AND RESPONSIBILITIES:

- Maintain calendar to track grant proposals, renewals, and reports
- Manage existing relationships with institutional funders, including elected officials
- Identify and pursue new institutional funding opportunities through
 - Research
 - Frequent Letters of Inquiry (LOIs)
 - Phone calls with potential funders
 - Attending webinars and networking events
- In conjunction with the Deputy Director, develop and write proposals for general operating, program and project funds
- Coordinate across departments to develop budgets and supplementary proposal material
- Draft acknowledgment letters, ensure compliance and reporting requirements
- Work with senior staff to ensure the overall institutional giving strategy aligns with organization's needs and strategic directions
- Prepare Executive Director and other key solicitors for cultivation and stewardship calls and meetings with institutional funders
- Assist development department as needed, including supporting the annual appeal and special events

PREFERRED SKILLS / REQUIREMENTS:

- BA degree or equivalent in work experience is required

- Minimum of 3-5 years' experience in development with an emphasis on corporate and foundation giving, including a strong track record of successfully soliciting institutional support
- Compelling writer with the ability to represent RTA's mission
- Excellent interpersonal skills
- Excels at setting and managing realistic deadlines; strong time management skills
- Must have excellent organizational skills, be detailed oriented and comfortable working in a fast-paced situation
- Proficiency with Microsoft Office (Excel, Word, and PowerPoint), Google Drive, and common donor database (e.g. DonorPerfect, Raiser's Edge) required
- Interest in prison reform and the arts

PLEASE SEND RESUME AND COVER LETTER TO: Jackie Kunhardt, Director of Development & Communications jackie.kunhardt@rta-arts.org