



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.

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 school sites, events, and/or funder locations may be required
Designation:	Full-time; Exempt
Salary Range:	\$85,000 - \$90,000 annually
Benefits:	Medical, Dental, Vision, Life & Disability, 401k (unmatched), and FSA eligible
Start Date:	July 2025

Position Overview:

The Associate Director of Institutional Giving (“AD”) is responsible for leading the organization’s institutional giving, including: corporations, foundations, and government, and including both philanthropic giving and corporate sponsorship.

Reporting to the Advancement Director, the AD’s essential functions and responsibilities include:

- Executing and meeting the annual institutional giving fundraising goal, including renewal funds and a percentage of new revenues; *
- Writing grant LOIs, reports, proposals, and other updates. Including periodically updating the language to ensure accuracy and freshness;
- Managing the grants calendar to ensure deadlines are met for submissions and reporting;
- Developing and maintaining ongoing relationships with funders that are intentional; *
- Owning and managing the institutional giving funder portfolio including communication, arranging site visits, and utilizing P.S. ARTS’ moves management approach; *
- Collaborating with the Programs and Finance teams to gather content and data, and continuously build foundational knowledge about P.S. ARTS’ programming; * and
- Actively participate and play a leadership role on the team and with the Board of Trustees.

Please note this description is not designed to cover or contain a comprehensive list of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change in response to organization need at the discretion of the CEO.

* *A criminal history may have a direct, adverse, and negative relationship on these identified job responsibilities potentially resulting in the withdrawal of a conditional offer of employment. Additionally, per California Education Code § 45122.1, § 45125.1, and § 44237, criminal history restrictions apply.*

Knowledge, Skills & Experience

- Demonstrated ability to raise funds from institutional donors in the five- and six-figure range.
- Experience in philanthropy as well as sponsorship fundraising.
- Experience prospecting successfully, and closing prospected gifts.
- Knowledge of the fundraising landscape in California.
- Strong communication skills, with the ability to write clearly and compellingly and distill complex or internal information for funders and the public

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- Excellent organizational skills and the ability to manage all funders in the portfolio.
- Self-motivation, including the ability to take ownership on projects and drive them forward independently while working in a collaborative setting.
- Demonstrated capacity to incorporate feedback and follow direction with minimal day-to-day oversight.

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.
- Potential work with video equipment, video recording and/or being recorded.
- Occasional attendance and travel to offsite meetings and events which may require use of personal or public transportation to other locations.

About P.S. ARTS:

P.S. ARTS encourages all employees to feel empowered by and model the Organization's values of Art, Community, Equity, Innovation and Excellence.

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. We're all here to make a difference and we know nonprofit work is hard, so we try to be thoughtful about building a rounded compensation package that includes health and welfare benefits, an excellent paid holiday schedule, etc. Please feel free to ask us about it!

How to Apply:

Please submit a cover letter and resume to jobs@psarts.org, subject line: "Institutional Giving." 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. P.S. ARTS will consider qualified applications with arrest or conviction records for employment in accordance with the Los Angeles County Fair Chance Ordinance for Employers and the California Fair Chance Act.

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