

## WE'RE HIRING

### Position: Institutional Giving Manager

Reports to: Development Director

Direct Reports: None

Indirect Reports: None

Status: Full-time, Exempt

Compensation and Benefits: \$55,000-67,000 per year, Paid Time Off, Paid Holidays/Days of Celebration, Matched Retirement Plan, Disability and Life insurance, Health, Dental, and Vision Insurance

The Institutional Giving Manager provides leadership to grant writing and administration, with a focus on identifying and cultivating new sources of support, as well as nurturing lasting relationships with Stages' key foundation partners. The IGM is responsible for generating contributed revenue of approximately \$1.4M annually through foundation and government giving, and we expect that number to increase as Stages continues to grow! Along with the rest of the development team, the Institutional Giving Manager will also help support special fundraising campaigns as well as strategic plan goals.

### About us

Stages makes plays and tells stories that invite everyone to live more deeply and love more boldly. We produce a broad scope of plays and musicals ranging from jukebox musicals and family entertainment to world premieres and new work by emerging writers.

Stages was founded in 1978 and we've grown to become Houston's sixth largest nonprofit performing arts producer and the largest outside the downtown theater district. We perform year-round with an average of 12 productions and 75,000+ visitors each season. In January 2020, we opened our new \$35.4 million three-theater home, The Gordy.

We're a welcoming, collaborative culture that encourages each staff member to take initiative, share ideas and help shape the organization. Working at Stages hits the sweet spot between struggling startup and corporate behemoth.

### About you

You're passionate about storytelling and building relationships. You're also highly attuned to details and deadlines. You relish the nuances of writing style and grammar—you know when to use the rules and when to break them. You might have won a spelling bee at some point. You're driven to exceed goals and uncover hidden opportunities. You find satisfaction in executing intricate tasks effectively, especially when your job well done supports others' ability to create and grow.

### What you'll do at Stages

- Manage our foundation and government fundraising program, including researching private and public foundations and government sources, tracking timelines and application requirements, maintaining support materials, and assembling and submitting proposals

- Administer all grant agreements and contracts, including creating and submitting grant reports, maintaining detailed records and interfacing with Stages' finance team for the annual audit and other record-keeping
- Provide leadership to the grant writing process, working with Development Director and Managing Director to develop key communication points and draft proposals, applications and reports
- Provide staff support as needed for development events, including Stages' annual gala, Impresario and other stewardship events, corporate events and opening nights
- Build and maintain relationships with a personal portfolio of foundation trustees and donors
- Other duties, as assigned

## To excel in this job, you'll need

- A positive, customer-focused approach to work
- Superlative writing and communication skills
- Experience juggling concurrent deadlines while maintaining quality
- Strong entrepreneurial skills, with the ability to work both independently and collaboratively
- Flexibility to work a varying schedule including days, some evenings and occasional weekends
- Passion for Stages' work and desire to play a vital role during a transformational period of growth

## It's also great to have

- Confidence in a variety of business and social settings, and building relationships with people in a wide range of roles and industries
- Strong grounding or interest in principles of equity, diversity and inclusion
- Familiarity with donor databases and proficiency in data manipulation and analysis
- Experience with graphic design and document layout, publishing
- Degree in arts administration, business, marketing, communications or English (we see you, English majors!) or related area

## This is important

Stages is committed to advancing equity, diversity and inclusion. We are committed to creating and maintaining a safe creative environment for staff, artists and our community. We know that through discussion and expression we can continue to promote change in a positive direction. We believe that diversity on and off stage is important. We are committed to bridging cultural gaps and creating an environment of inclusion and equity for all. It is our intent to provide equal opportunities to all who may apply. We welcome every race, color, religion, sex, sexual orientation, national origin, age, genetic makeup, gender identity or expression, disability, veteran status and thinking style.

## Our hiring process

First, send us some information about yourself—please include an introduction to help us understand who you are and why you're right for this position (eg: cover letter, email, personal statement, video) as well as anything you think might be helpful to understand your background, experience, and skills. This could include a resume, event materials, writing or other work samples, personal website, LinkedIn profile, etc.

### Human Resources

Stages

800 Rosine St.

Houston, Texas 77019

humanresources@stageshouston.com

If we think you might be a good fit, we'll contact you to schedule an introductory interview with members of our Operations team. This conversation will help us learn about you, share more about the job and Stages, and answer your initial questions. From there, we may also invite you to talk with other staff members from positions across the organization so that you have an opportunity to explore Stages' culture and work environment, and we can get a sense of what you'll bring to the team.