



POSITION DESCRIPTION

TITLE: Director of Advancement, Institutional Gifts

STATUS: FTE, Exempt

REPORTS TO: Chief Advancement Officer

Position Summary:

The Director of Advancement, Institutional Gifts secures funding from foundations, corporations, and government entities. The director articulates alignment in funding priorities and identifies opportunities for new and renewal grants; writes grant proposals, letters of intent (LOIs), interim and final impact reports; develops relationships for effective stewardship; maintains a pipeline that tracks deadlines and key criteria; and inputs and updates bio data, contacts, call reports and other moves in Tessitura CRM. The director collaborates with advancement partners on donor engagement events.

Description of Duties:

1. Achieve annual budgeted goal for income from foundations, corporations, and government entities.
2. Collaborate, develop and write LOIs and grant proposals for foundations, corporations and government entities including but not limited to the City of Atlanta, Fulton County, Cobb County, Georgia Council of the Arts, National Endowment for the Arts and National Endowment for the Humanities.
3. Collaborate, develop, and write interim impact and final impact reports including quantifiable and qualitative outcomes, lessons learned, actual expenditures and narrative to demonstrate the effective use of funding.
4. Research new opportunities using tools such as iWAVE, Grant Station, Foundation Center, and others.
5. Engage and develop relationships with funder and advancement professionals by attending industry events and professional development events such as seminars, webinars, and conferences.
6. Gather, collaborate, and synthesize all supporting materials including but not limited to budgets, project timelines, sponsorship benefits, measurable outcomes, constituencies impacted, and description of programs.
7. Monitor and manage sponsor benefits delivery including event engagement, brand placement and other recognition.
8. Update and maintain bio data, contact information, call reports and other moves in Tessitura CRM.
9. Other duties as assigned.

Desired Skills and Experience:

- Excellent verbal and writing skills with the ability to write clear and compelling proposals and reports that align with funder priorities.



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- Ability to quickly distill and synthesize complicated ideas and unique nomenclature into a persuasive case for support.
- Experience developing and negotiating corporate sponsorship benefits.
- Proficiency in AP or Chicago Manual writing style.
- Experience working with Trustees and key stakeholders.
- Ability to work effectively in a team environment with competing priorities and sensitive deadlines.
- High degree of organization, attention to detail and ability to multitask.
- Strong interest in arts and culture.

Requirements:

- Bachelor's degree with three to five years successful fundraising experience.
- Working knowledge of fundraising CRM solutions such as Razor's Edge; Tessitura preferred.
- Proficiency in MS Office Suite including Word, Excel, PowerPoint, Outlook, and Google Suite.
- Digitally literate in ability to navigate websites, interact with web-based applications and search.

Send resume, cover letter and three references to Mary Grace Herrington, CFRE, Atlanta Ballet 1695 Marietta Blvd, Atlanta, GA 30318, or email mgherrington@atlantaballet.com. No phone calls, please. Posting closes on Friday, May 28, 2021.

Atlanta Ballet is an equal opportunity employer.