



**Position:** Institutional Giving Manager

**Supervisor:** Director of Development

Fresh from its 60th Anniversary Season, Baltimore Center Stage (BCS) is accepting applicants for the position of Institutional Giving Manager.

The State Theater of Maryland, and a LORT B Theater with deep roots in its home city, BCS is building on a legacy of artistic excellence and inclusion to redefine what a vibrant cultural and civic anchor can be for the post-Covid generation. BCS is committed to being an inclusive workplace and strongly believes in the importance of having a diverse group of individuals represented both onstage and off.

This position is a key member of the Development team, a department with leadership responsibility for making the case for the key role of BCS in our community and raising over \$3 million each year. The Institutional Giving Coordinator supports all aspects related to identification, solicitation, grant writing, benefit fulfillment, stewardship and reporting for foundation, government, and some corporate funders.

**Duties and Responsibilities:**

Primary duties include managing grant application calendar and process for federal and state entities, foundations, and corporations; preparing application proposals for both general operating and special project funding; managing proposal and reporting deadlines; research of prospective funders and stewardship of existing funders; and overseeing prompt acknowledgment of gifts. This is a great opportunity for a motivated and curious self-starter who is interested in deepening their knowledge and potentially growing into a larger role with the company.

Specific Duties include (responsibilities may shift as needed to best align with organizational needs):

- Collaborate with Director of Development and team to write, prepare, and edit funding proposals, grant applications, reports, and acknowledgement letters for corporate, foundation and government funders
- Craft creative and powerful articulations of Baltimore Center Stage's programs, vision and strategies in organized and concise proposals and communications
- Collaborate inter-departmentally to gather and develop program-specific narratives and goals
- Work closely with the Director of Development to develop cultivation and stewardship strategies for existing and potential funders locally and nationally
- Work closely with Database Manager/Stewardship Coordinator to oversee documentation and fulfillment of foundation and corporate stewardship programs, including giving level benefits and amenities where appropriate
- Maintain application and reporting calendar, and report regularly on progress
- Research institutional giving prospects, and document information in Tessitura and other systems
- Stay up-to-date on local and national funding news, trends and opportunities
- Collaborate with Development staff on meeting or exceeding targeted financial goals
- Provide support to fundraising events, including cultivation events and the annual gala

**Secondary Duties include:**

Perform other duties assigned to you by your supervisor. Participate in the activities of the development department and in external organizations and events that offer connections to the corporate, arts, and non-profit philanthropic communities. Act as a responsible, engaged, and informed advocate for the health of Baltimore Center Stage by supporting organization-wide projects to advance our mission and its goals.

As of right now, Baltimore Center Stage's administrative staff work in a hybrid format: three days in the office and two days from home.

**Qualifications:**

- Clear, concise, and effective written communication skills
- Strong organizational skills with excellent attention to details, accuracy, and dependability
- The ability to manage multiple competing priorities efficiently and effectively
- Excellent interpersonal communication skills, including active listening and collaboration
- Tactful patron service mindset and ability to maintain confidentiality
- Proficiency in Excel, Word, Outlook, and other Microsoft software
- Prior fundraising experience and knowledge of the Baltimore community is appreciated, but not required
- Tessitura experience is appreciated, but not required (training will be provided)
- Enthusiasm for the positive role of the performing arts in the community and commitment to Baltimore Center Stage's core mission of access and belonging

**Compensation:**

The salary is \$55,000 - \$65,000 per year plus company health benefits and paid time off. This is a year-round exempt position and is not eligible for overtime. Currently, Baltimore Center Stage's administrative staff work in a hybrid format: three days in the office and two days from home.

**Hiring Process:**

For application, please send a resume and cover letter to [efigueroa@centerstage.org](mailto:efigueroa@centerstage.org) . To be considered both a resume and cover letter are required.

Interviews will be conducted on a rolling basis. The posting will remain open until the position is filled.



**About Baltimore Center Stage:**

Designated the State Theater of Maryland in 1978, Baltimore Center Stage provides the highest quality theater and programming for youth, families, and all members of our community under the leadership of Managing Director Adam Frank and Artistic Director Stevie Walker-Webb. BCS ignites conversations and imaginations by producing an eclectic season of professional productions across two main stages and through engaging and inspiring youth and community programs. Everything we do at BCS is led by our core values—the chief among them being Access for All.

Baltimore Center Stage is an equal opportunity and affirmative action employer. We provide equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, sex, gender, national origin, age, disability, or genetics. In addition to federal law requirements, BCS complies with applicable state and local laws governing nondiscrimination in employment. This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation, and training. We strongly encourage applications from people of color and members of underrepresented groups.