

Luther Burbank Center for the Arts Job Description

Institutional Support Manager

Summary

Secures vital contributed revenue in a small, fast-paced Development office that is charged with meeting and/or exceeding financial goals through individual, corporate, foundation and government grant support (restricted and unrestricted), and special events. Primarily responsible for implementing strategies that inspire individuals and businesses to make a major philanthropic investment in the Center. Participates in cultivation, solicitation and stewardship of all donors, with a focus on generating gifts of \$2,500 to \$100,000+, including major sponsorships.

Under the direction of, and in collaboration with, the Director of Development:

- * Meet and exceed annual financial and activity goals
- * Participate in development and orchestration of annual strategic plans for securing new and renewed major gifts, from prospect identification through stewardship and benefit fulfillment; attend cultivation and stewardship events
- * Develop and implement a broad-based business partners program that increases the number of supporters; steward the existing base of sponsors and donors
- * Collaborate with Development Manager for Individual Gifts and Events on business support/sponsorships toward successful goal attainment for the annual fundraising event, Art of Dessert
- * Utilize knowledge of planned giving strategies to maximize gift opportunities
- * Analyze donor and prospect data to identify and qualify appropriate targets for unrestricted or restricted/sponsorship support
- * Create and maintain fundraising proposals/presentations and materials
- * Participate in customized, timely communications with donors
- * Oversee timely and accurate acknowledgments and benefits fulfillment
- * Maintain accurate and complete records of contacts and communications in Tessitura and paper files
- * Provide monthly progress toward budgeted goals and status of activities
- * Attend and participate in weekly Development and Manager Team meetings

Qualifications

To perform this job successfully, candidates must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability necessary for success in the Development Manager position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education and/or Experience

Bachelor's degree (B. A.) from four-year college or university; 3 to 5 years related experience and/or training.

Language Skills

Excellent and proven writing and communications skills to effectively articulate the mission, goals and programs of the Center in proposals, reports and other correspondence. Ability to speak effectively before groups of donors, patrons or employees of the organization.

Mathematical Skills

Understanding and ability to read financial reports, prepare fundraising progress reports, and develop and analyze budgets and projections.

Reasoning Ability

Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

Computer Skills

To perform this job successfully, an individual should have knowledge of database software, spreadsheet software and word processing software, i.e., MS Word, Excel, and ticketing software (preferably Tessitura).

Other Skills and Abilities

- * 3 or more years fundraising experience, with demonstrated ability to plan and execute an annual fundraising program; major gifts experience preferred
- * Ability to inspire and motivate philanthropic commitment from a broad range of donors
- * Ability to identify who the right person is to make the "ask" on behalf of the Center.
- * Big-picture decision-making that focuses on the Center's core values and culture of philanthropy

- * Clear sense of effective follow-up strategies to ensure accountability and responsibility
- * Strong experience in working with high-profile donors; extremely tactful and diplomatic in dealing with confidential concerns
- * Ability to motivate and interact effectively with volunteers and program staff
- * The capacity to manage multiple projects with competing deadlines in a fast-paced, deadline-driven, detail-oriented environment
- * Excellent time and project management skills
- * Ability to work independently, prioritize, and manage multiple projects and respond to unanticipated projects and deadlines
- * Solid team-building, coaching, problem solving and management skills
- * Possession of a collegial management style that promotes teamwork, creativity and open communication
- * Ability to collaborate effectively with all departments
- * Highly organized and detail-oriented
- * Possession of good problem-solving skills
- * Strong computer skills, including Microsoft Word, Excel, Web and email; knowledge of PC required
- * Strong knowledge of donor database concepts; database management experience in Tessitura preferred
- * Must have an open mind and be adaptable to change; able to develop and implement new procedures and policies; agile enough to take on new responsibilities
- * Excellent verbal and written communication skills, strong customer relations skills and ability to work well with all levels with staff and patrons. Strong team-building, coaching, problem solving and management skills.
- * Results oriented; meets commitments

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. While performing the duties of this job, the employee is regularly required to use hands to handle or feel; reach with hands and arms and talk or hear. The employee is frequently required to stand and sit. The employee is occasionally required to walk. The employee must occasionally lift and/or move up to 25

pounds. Specific vision abilities required by this job include close vision, color vision and ability to adjust focus.

Work Environment

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually moderate.

Luther Burbank Center for the Arts is committed to creating a diverse work environment and is proud to be an equal opportunity employer.

To apply: Send cover letter and resume to dkohke@lutherburbankcenter.org

About Luther Burbank Center for the Arts Founded in 1981, Luther Burbank Center for the Arts is the North Bay's premier arts and events center presenting world-class performances, nationally-recognized education programs, contemporary visual art, and many popular community events. A 501(c)(3) non-profit organization, the Center is ranked among world's top 100 performing arts presenters hosting performances in music, theater, dance, comedy, family programming and renowned speaker events; and serving more than 40,000 children and adults annually through its Education Through the Arts programs. Located in the heart of the Sonoma wine country, the Center is owned and operated by the Luther Burbank Memorial Foundation, and relies on the generosity of members, donors, and sponsors to achieve its mission to enrich, educate, and entertain the North Bay community.