



## Position Description

**Title:** Assistant Director of Corporate Giving and Government Relations

**Department:** Development

**Department No:** 500

**Title of Immediate Supervisor:** Chief Philanthropy Officer

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### Summary of position:

The Assistant Director of Corporate Giving and Government Relations carries primary responsibility for managing Washington Performing Arts' corporate giving portfolio and cultivating government relationships, while supporting department-wide efforts to continue growing individual support of the Annual Fund/Membership pipeline.

This individual works closely with the Chief Philanthropy Officer and WPA President & CEO, as well as the Board of Directors, President Emeritus, other senior staff, and development colleagues to identify and cultivate prospective corporate donors and to develop strategies to encourage current corporate donors to increase their level of giving and engage more fully with the institution. Entry points to leverage include:

- performance sponsorships for more than 50 mainstage performances of music and dance each season, covering a broad spectrum of genres including classical, jazz, chamber, and contemporary;
- education and community engagement programs that support the organization's robust Gospel programming and training, community-based cultural programming, global arts, and instrumental and vocal programs in public schools;
- WPA's new World in our City initiative, which weaves together programs with global focus including world music and dance on the mainstage, the Embassy Adoption Program (led in partnership with DC Public Schools), and the Mars Urban Arts Initiative;
- and special event sponsorship opportunities including a large-scale annual Gala, the quadrennial Inauguration Weekend Brunch, and periodic mainstage special events (ie, *Of Thee We Sing*, *the Marian Anderson 75<sup>th</sup> Anniversary Celebration*)

The Assistant Director of Corporate Giving and Government Relations also develops and advances strategies and relationships to engage the diplomatic community, congressional community, and other elected and appointed officials in Washington to the advantage of Washington Performing Arts and its programs, with a focus on institutional visibility and well-aligned partnerships.

**Duties and responsibilities:**

- Manages the strategic cultivation, solicitation, stewardship, and growth of corporate donors and prospects for annual and multi-year gifts beginning at \$5,000 and extending to five and six figures to support an annual portfolio goal of more than \$250,000, in partnership with Chief Philanthropy Officer, President and CEO, Board members, development committee members, President Emeritus, and development staff
- Cultivates and stewards corporate donors that hold Board seats on the Washington Performing Arts Board of Directors as primary relationship manager, in close collaboration with the Chief Philanthropy Officer and President & CEO
- Partners collaboratively and consistently, as appropriate, with the Assistant Director of Institutional Giving when qualification, cultivation, solicitation, and stewardship opportunities arise for corporate donors and prospects that have existing corporate foundations, and also to develop engagement and relationship-building strategies for legislators and representatives at the local, state, and federal level, to support direct fundraising initiatives advanced by the Assistant Director of Institutional Giving
- Develops and implements strategies for connecting the diplomatic community with Washington Performing Arts' mainstage events, education and community engagement programs, and special events; partners closely with the Director of Individual Giving and Manager of Education Programs responsible for the Embassy Adoption Program to coordinate diplomatic outreach in connection with related stewardship and cultivation opportunities
- Partners with development and external relations staff to leverage Junior Board relationships within the corporate, diplomatic, and government communities
- Assists department-wide effort to grow mid-level support for the Friends program, focusing on gifts of \$1,000 to \$2,500 from individual constituents, ideally influencers in the Corporate community

**Essential Capabilities:**

- Creative and strategic thinking skills, ability to proactively design initiatives and proposals to engage donors and prospects
- Genuine interest in a wide range of people and a diverse array of programmatic content, preferably in the arts world
- Collaborative team player with high degree of personal initiative and accountability
- Superlative written and verbal communication skills
- Good judgment, tact, patience, and sense of humor
- Affinity for the performing arts a must
- Willingness to work evenings and weekends

**Education and Experience Requirements:**

- Minimum of a Bachelor's degree and 3-5 years' experience in fundraising

- Proven track record of success in cultivating, soliciting, and closing gifts of \$5,000 to \$50,000, and ideally six figures as well, from corporations and individuals
- Experience managing and partnering with high-level volunteers and executive staff
- Ability to manage multiple tasks and deadlines independently

## **About Washington Performing Arts**

One of the most established and honored performing arts institutions in America, Washington Performing Arts celebrates its 50th anniversary this season, building upon a distinguished history of serving artists, audiences, students, and civic life. The city is truly our stage: in venues ranging from concert halls and clubs to public parks, we present a tremendous range of artists and art forms, from the most distinguished symphony orchestras to both renowned and emerging artists in classical music, jazz, international genres, and dance.

Washington Performing Arts nourishes communities throughout the region by partnering with local organizations and other arts institutions, staging concerts and arts activities in the neighborhoods, involving internationally known main stage performers in community programs, and presenting locally based artists to a wider audience. We place a premium on establishing artists as a continuing presence in the lives of both young people and adults through sustained residencies and educational programs. Our achievements have been recognized with a National Medal of Arts and with two Mayor's Arts Awards from the DC Government. We embark upon our next half-century with the goals of expanding our commitment to excellence and rededicating ourselves to the motto of our founder, Patrick Hayes: "Everybody in, nobody out."

Washington Performing Arts prizes the diversity of the organization, at every level—from programmatic content to composition of its board and staff. Washington Performing Arts employment decisions are made based on the business needs of the organization and qualification of the applicants and employees. It is the policy of Washington Performing Arts to comply with all laws regarding equal employment opportunity for all employees and job applicants. Federal law prohibits discrimination on the basis of race, color, religion, national origin, sex, age, or disability. We do not discriminate on the basis of disability in admission, access or employment. In addition, the District of Columbia adds protection for marital status, personal appearance, sexual orientation, family responsibilities, matriculation, or political affiliation.