



Position Description

Title: Assistant Director of Institutional Giving

Department: Development

Department No: 500

Title of Immediate Supervisor: Chief Philanthropy Officer

Position Summary

The Assistant Director of Institutional Giving is primarily responsible for growing Washington Performing Arts' mature portfolio of foundation supporters and for maintaining relationships with and funding from current foundation supporters and government agencies. In addition, the Assistant Director will partner with the Assistant Director of Corporate Giving and Government Relations with efforts related to corporate giving. Responsibilities include, but are not limited to, researching foundation and corporate prospects; building and stewarding relationships with foundation and government agency representatives; composing and following up on letters of inquiry; writing proposals to corporations, foundations, and government agencies, and ensuring that reporting, recognition, and other funder requirements are met in a timely fashion.

Primary Responsibilities

- Meet or exceed annual fundraising goals for Washington Performing Arts' institutional portfolio (\$800K+, annually)
- Develop and maintain a comprehensive schedule of grant inquiries, proposals, solicitations, and reports, and track related activity in Tessitura, Washington Performing Arts' constituent database.
- Research and identify prospective foundation, government agency, and corporate foundation funders in the region and at the national level.
- Proactively lead grant planning sessions with senior staff, including the President & CEO, Chief Philanthropy Officer, Director of Programming, and Director of Education, to align upcoming projects in programming and education with potential funders
- Prepare all inquiries and grant proposals to foundation, corporate and government agencies for general operating and project support.
- Build strong relationships with current funders and cultivate relationships with prospects that lead to invitations to apply for funding.
- Schedule meetings with foundation and government agency executives/officers for Washington Performing Arts staff and board leadership. Prepare staff and board for these meetings and participate in them, as appropriate.

- Meet all reporting and other grant requirements of institutional funders through strong collaboration with organizational colleagues in Finance, Education, and Programming departments. Share assessment/reporting expectations with program managers at Washington Performing Arts to ensure that necessary information is captured and reported to funders.
- Partner collaboratively and consistently, as appropriate, with the Assistant Director of Corporate Giving and Government Relations 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.
- Develop and share casemaking boilerplate for Washington Performing Arts' performances and programs that can be shared and modified for other purposes across the institution.
- Complete institutional award applications (eg: Mayor's Award, etc) and compose acknowledgement letters for institutional grants and ensure delivery of donor benefits as required.
- Maintain awareness of funding trends, assessment tools, industry changes; share regularly with staff at Washington Performing Arts.

Essential Capabilities:

- Superlative writing and presentation skills.
- Creative thinker who identifies connections between prospective funders and programs.
- Curiosity and willingness to proactively research and explore funding opportunities.
- Collaborative personality that can thrive in Washington Performing Arts' nimble, flexible organizational culture.
- Excellent organizational, time management, and prioritization skills with strong personal initiative and follow through.
- Team player with availability and willingness to work evenings and weekends at Washington Performing Arts performances and events.

Education and Experience Requirements:

- Bachelor's degree.
- Minimum of 5 years experience in grant writing, preferably with an arts organization.
- Experience interfacing with foundation and government agency staff strongly preferred.
- Proficiency in Microsoft Office programs (Word, Excel, PowerPoint) required.
- Experience tracking grant activity within a donor database is preferred.
- Knowledge of the performing arts is a must.

To Apply

Please email a cover letter, resume, and writing sample to Rebecca Talisman at rtalisman@washingtonperformingarts.org. No phone calls, please.

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 D.C. 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.