

Institutional Gifts Manager

ABOUT US

The Wallis Annenberg Center for the Performing Arts is a dynamic cultural hub and community resource where local, national and international artists share their artistry with ever-expanding audiences. The campus, located in the heart of Beverly Hills, CA, is committed to robust and distinctive presentations and education programs curated with both creativity and social impact in mind. Distinguished by its eclectic programming that mirrors the diverse landscape of Los Angeles and its location in the entertainment capital of the world, The Wallis has produced and presented more than 275 dance, theater, opera, classical music, cinema and family programs since its doors opened in October 2013. Hailed as “au courant” (*LaLa Magazine*), The Wallis was lauded by *Culture Vulture*, which proclaims, “If you love expecting the unexpected in the performing arts, you have to love The Wallis.” Its programming has been nominated for 48 Ovation Awards and seven L.A. Drama Critic’s Circle Awards.

The campus itself, a breathtaking 70,000-square-foot facility celebrating the classic and the modern, has garnered six architectural awards. Designed by acclaimed architect Zoltan E. Pali (SPF:architects), the restored building features the original 1933 Beverly Hills Post Office (on the National Register of Historic Places), which serves as the theater’s dramatic yet welcoming lobby, and includes the contemporary 500-seat, state-of-the-art Bram Goldsmith Theater; the 150-seat Lovelace Studio Theater; an inviting open-air plaza for family, community and other performances; and GRoW @ The Wallis: A Space for Arts Education, where learning opportunities for all ages and backgrounds abound. Together, these elements embrace the city’s history and its future, creating a performing arts destination for L.A.-area visitors and residents alike. The Wallis Annenberg Center for the Performing Arts is led by Chairman of the Board Michael Nemeroff, Executive Director & Chief Executive Office Rachel Fine and Artistic Director Paul Crewes.

ABOUT THE JOB

The Wallis is seeking a dynamic Institutional Gifts Manager to join our growing Development team as we embark on our new campaign and next phase of development. This newly created position is responsible for maximizing foundation and government support, corporate sponsorships and managing a personal portfolio of institutional donors and prospects as well as grant writing.

The Institutional Gifts Manager is a proven grant writer committed to promoting the arts and educational programs presented and produced by The Wallis. The ideal candidate has the proven ability to secure \$5,000 to \$100,000 grants from government, foundation and corporate organizations.

WHAT YOU’LL DO

- Identifies, cultivates, solicits, and stewards foundation, government, and corporate philanthropy donors to meet and/or exceed annual fundraising goals.
- Oversees all grant activity for existing and prospective Foundation, Government, and Corporate Philanthropy donors, ensuring the accurate and timely submission of all letters of inquiry, proposals, and reports.
- Manages a personal portfolio of current and prospective institutional funders and implements donor cultivation strategies.
- Supports Director of Institutional Giving and Chief Advancement Officer to achieve success in calendar management, writing grants, proofreading, editing, data collection and administrative tasks.
- Work with Director of Institutional Giving to support Institutional Grants income and finance department.
- Collaborates and works closely with the Development Department, the Senior Team and other Wallis staff members to think strategically about identifying funding opportunities for advancing major institutional and corporate prospects.
- Attends and works performances, events and meetings.

SKILLS & EXPERIENCE NEEDED

- 3-5 years of frontline (one-on-one cultivating, soliciting and closing individual gifts) fundraising experience and successful administrative experience working in donor-related services for a nonprofit organization (ideally an arts non-profit.)
- Demonstrated knowledge of the principles of fundraising; proven ability to participate in all aspects of the gift cycle.
- Demonstrated understanding of the needs and interests of institutional donors needed to develop and maintain relationships between them and The Wallis.
- Bachelor's degree from an accredited college or university,
- Excellent verbal and written communication skills and computer skills, with meticulous attention to detail.
- Demonstrated ability to set goals and organize workload throughout the day to meet project timelines and deadlines.
- Exceptional organizational and written and verbal communication skills.
- Experience with Tessitura or comparable CRM required.
- Proven ability to work with volunteer leaders, donors and patrons.
- Work well with diverse patron and peer base.
- Demonstrated ability to set goals and organize workload throughout the day to meet project timelines and deadlines.

BENEFITS

This is a full-time position with 100% paid medical benefits, including dental, vision and life insurance (\$25,000) for the employee, paid vacation, personal and sick days, 401k and paid parking. Complimentary tickets are occasionally available for performances and events at The Wallis.

HOW TO APPLY

Please email resume to jobs@thewallis.org and include Institutional Gifts Manager in the subject line.

No phone calls please.

The Wallis Annenberg Center for the Performing Arts is an Equal Opportunity Employer committed to diversity and encourages applicants of any age, national origin, race, ethnicity, religion, sexual orientation, political affiliation, or gender.