

APOLLO

JOB DESCRIPTION

Job Title: Institutional Giving Manager
Department: Development
Reports To: Director of Development
FLSA Status: Exempt

The Apollo theater is the largest culturally specific theater in New York City, and its mission statement is: *the Apollo theater is a commissioner and presenter; catalyst for new artists, audiences, and creative workforce; and partner in the projection of the African American narrative and its role in the development of American and global culture.* The Apollo is dedicated to upholding principles of diversity, equity, and inclusion. The ideal candidate must be willing to explore this in the context of fundraising, seeking both cultural funders and those committed to social justice.

Position Summary: A new position created to increase institutional gifts, the Institutional Giving Manager will strengthen and expand the Apollo Theater's donor portfolio and maximize its fundraising potential. Responsible for growing the corporate, foundation, and government programs and engaging current funders, the Institutional Giving Manager will play a critical role in ensuring that the Apollo is able to advance its mission. This is an exciting, entrepreneurial opportunity for a strategic and collaborative thinker to and grow and make a significant and lasting impact at a singular institution.

Essential Duties and Responsibilities include the following. Other duties may be assigned.

Working closely with the Director of Development, the Institutional Giving Manager will focus on developing new corporate, foundation and government support and stewarding the current portfolio. Attracting additional sponsorship for the Apollo's artistic and educational programs and special events will also be an important priority.

- Develop and execute fundraising strategies and activities with a focus on corporate and government support as well as corporate sponsorship
- Identify, cultivate, solicit and steward a portfolio of current and prospective donors with goal of increasing funding from portfolio
- Work with Director of Development on cultivation strategies for institutional funders, with an emphasis on corporate prospects and government contacts
- Work with Director of Development to further develop corporate membership program and establish corporate council
- Coach, mentor and manage the Grant writer, supporting the execution of a comprehensive fundraising strategy and annual goal setting
- In partnership with the Director of Development, support organization-wide strategic planning, information sharing, and communications across departments
- Oversee and monitor Apollo's compliance with funding agreements and sponsorship contracts with an emphasis on sponsor benefits fulfillment
- Develop letters of inquiry, proposals, general correspondence, acknowledgements, and reports for institutional donors
- Engage with finance and programming departments to develop budgets to support programs and proposals

- Use the institution’s messaging to articulate and widely broadcast the Apollo’s mission and vision to both current and prospective donor communities in a way that represents the organization’s distinctive commitment to making a positive social impact beyond the performances and ticket sales
- Reports to Director of Development
- Direct reports: Grantwriter

Qualifications:

- Bachelors’ Degree, Advanced Degree Preferred
- Minimum of five (5) years’ experience in institutional giving
- Strong writer with the ability to synthesize complex program concepts into compelling proposals and reports
- Excellent writing and verbal communications skills
- Ability to work in a diverse and fast paced environment
- Familiarity with Raisers Edge
- Highly organized, great attention to detail
- Polished, professional constituent interaction skills, ability to interact with a diverse constituency

Work Environment:

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

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. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit. The employee is frequently required to walk. The employee is occasionally required to stand; use hands to finger, handle, or feel; reach with hands and arms; climb or balance; stoop, kneel, crouch, or crawl; talk or hear and taste or smell. The employee frequently will lift and /or move up to 10 pounds. Specific vision abilities required by this job include Close vision, Distance vision, Peripheral vision, Depth perception and Ability to adjust focus. 20% travel is required in this role.

The above job description is not intended to be an all-inclusive list of duties and standards of the position. Incumbents will follow any other instructions, and perform any other related duties, as assigned by their supervisor.

To apply, send cover letters, resumes to human.resources@apollotheater.org, with the subject line, “Manager of Institutional Giving”.