



INSTITUTIONAL GIVING MANAGER

Magic Theatre, a nationally recognized San Francisco not-for-profit, seeks a Manager of Institutional Giving to build and manage relationships with foundations, government funders, and corporate donors. The Institutional Giving Manager will prepare proposals, reports, briefings, letters of inquiry and other written materials to cultivate and secure funding from foundations and government funders for Magic's programs.

The Manager of Institutional Giving works in tandem with Magic's Managing Director and the Board of Trustees.

PRIMARY DUTIES AND RESPONSIBILITIES

- Write letters of intent and inquiry and other required proposal-related materials (including, but not limited to, proposals, reports, briefings, letters of inquiry and summary documents) for foundation and government funders, drawing from multiple source documents and writers.
- Identify needs for documents, including assessing and resolving gaps and other issues in program content, framing, and donor positioning.
- Interpret and follow institutional donors' frameworks and requirements for articulation of Magic programs and projects.
- Maintain funder files, electronically and hard copy.
- Work closely with Managing Director to identify, cultivate and solicit new foundation and government donors; develop specific strategies and timelines for approaching new prospects.
- Support the Managing Director with relationship management of institutional donors and prospects as needed.
- Work with Finance staff to ensure compliance with all grant restrictions and reporting requirements and gather information necessary for grant reports.
- Communicate and collaborate effectively and extensively with executive staff in carrying out tasks and responsibilities.

QUALIFICATIONS, SKILLS AND ABILITIES

- Energetic go-getter who is a quick learner, resourceful, flexible, and can thrive in an innovative, dynamic, nonprofit environment; positive, can-do attitude and dedicated work ethic. Well-organized self-starter able to work as a strong team player as well as independently.
- Proven grant writing abilities: with 2+ years of experience in positions with progressively increasing responsibility.

- Track record of working with foundations and state and federal funders as well as corporate donors. Ability to initiate and build relationships with prospective corporate and foundation donors.
- Excellent strategic thinking, planning, project management and organizational skills. Ability to quickly grasp and translate complicated subject matter. Demonstrated project management skills; ability to work independently and successfully manage multiple projects with competing deadlines; excellent attention to detail.
- Superior written and interpersonal communication skills; ability to synthesize information; ability to write and communicate clear, structured, articulate, and persuasive proposals.
- Excellent interpersonal, and networking skills. Bachelor's degree in theatre/performing arts or other relevant field preferred.
- Familiarity with financial information, including ability to evaluate grant budgets.
- Expertise in donor database management systems a plus; Salesforce CRM experience a plus.
- Sound judgment and superior ability to solve problems creatively and effectively.
- Appreciation of theatre.
- Understanding of San Francisco .

SALARY

Competitive with non-profit theatres of comparable size.

TO APPLY

Qualified candidates are encouraged to apply immediately. To apply, send a pdf with cover letter, resume, references, and salary requirements to cierrac@magictheatre.org.

ABOUT MAGIC THEATRE

At Magic Theatre, we believe in theater that is relevant to and resembles the world around us. We are interested in plays that both enlighten and entertain, and that never lose sight of the audience.

Now in its 52nd year of continuous operation, Magic Theatre is dedicated to creative risk: we cultivate new plays, playwrights, and audiences and produce bold, entertaining, and ideologically robust plays that ask substantive questions about, and reflect the rich diversity of, the world in which we live. Magic believes that demonstrating faith in a writer's vision by providing a safe, rigorous, and innovative artistic home, where a full body of work can be imagined, developed, and produced, allows writers to thrive. We believe that, by adding vanguard voices to the canon and expanding access to new theater-goers, we ensure the future vibrancy of the American theatre.