



Associate Director of Institutional Giving

Title: Associate Director of Institutional Giving
Department: Development
Reports to: Director of Development and External Relations
Status: Full-time (40 hours/week), salaried, exempt with benefits
Available: April 2019

ORGANIZATIONAL OVERVIEW

From the Top believes that supporting, developing, and sharing young people's artistic voices is more important than ever. For almost 20 years, From the Top has amplified the stories and talents of America's extraordinary young musicians by presenting live performance opportunities in premier concert venues across the country; producing a weekly NPR radio broadcast that is heard by half a million listeners throughout the nation; providing training in communication, leadership, and community engagement skills; and administering scholarship opportunities that total more than \$2.5 million over 13 years.

SUMMARY

As a strategic partner to executive leadership and senior program staff, and lead fundraiser for the mission and programs of From the Top, the Associate Director of Institutional Giving serves as a pivotal member of the six-person Development and Communications team at From the Top. The Associate Director will demonstrate initiative and innovation at all stages of the donor cycle for institutional partners, from research and identification, to cultivation, solicitation, and stewardship. He/she will conceive of and implement strategies to increase the quantity and average award of institutional grants and donations, as well as research and develop new funding avenues among corporate, foundation and individual funders with an increased focus on national partnerships. Additionally, this position will be called upon to work closely across departments to convene conversations around funding opportunities and work closely with programmatic staff and leadership to position existing and new programming in creative and exciting ways for donors.

WHY THIS POSITION?

From the Top offers a competitive benefits and salary package commensurate with candidate experience; the opportunity to manage a national portfolio of institutional donors; the chance to serve as a key strategic partner in leadership to the Director of Development and External Relations as well as the Executive Director; a flexible work schedule with remote workplace options; and the opportunity to change the lives of hundreds of young musicians each year.

RESPONSIBILITIES

The Associate Director of Institutional Giving will:

- Direct all aspects of the institutional giving program, managing From the Top's portfolio of foundation, corporate, and government funders (approx. \$1M in revenue in 2019).
- Research, identify, and solicit revenue opportunities from institutional funders for general operating support and targeted programmatic funding; develop grant strategy and corporate fundraising plans; write and prepare letters of inquiry, write and prepare proposals and related budgets, documents, contracts, and all other correspondence in support of institutional partnerships; maintain a grant reporting calendar and prepare all reports associated with awarded grants.

- Develop strategy to increase gala revenue from corporate partners and lead solicitations in partnership with executive and board leadership. Participate in fundraising committee activities as appropriate.
- Track all points of contact and correspondence in Raiser's Edge database and utilize Raiser's Edge to track proposal and report deadlines and stages; oversee maintenance of institutional records to accurately reflect gift and contact information in database.
- Support executive leadership and board leadership in outreach to/solicitation of institutional funders and prospects by preparing research briefings/talking points prior to CEO visits and debriefing to produce call reports and strategies for next steps.
- Staff weekend and evening events as needed; attend From the Top shows and events as assigned.
- Assist in developing annual budgets.
- Perform other related duties as assigned.

REQUIREMENTS

- Must be a strategic thinker with a persuasive communication style; demonstrate outstanding research, writing, proofreading, and organizational skills; and have superb attention to detail.
- Thrive in a dynamic, high-energy, collaborative environment and be capable of working independently and managing multiple projects simultaneously, while meeting specific goals and deadlines.
- Proven track-record of managing complex five-, six-, and seven-figure donor relationships, ideally with institutional partners.
- He/she will have excellent oral communication and interpersonal skills, a sense of humor, and the demonstrated ability to work with program staff, the marketing staff, and the finance office to put together successful proposals.
- Raiser's Edge experience strongly preferred. Strong proficiency in Microsoft Word and Excel; advanced expertise preferred. Strong computer skills required.
- Available and willing to work occasional nights and weekends as needed.
- Available and willing to travel locally and nationally up to 25% of his/her time during the first year.
- Commitment to the arts and to providing opportunities to young people, ideally with a familiarity in the areas of music and/or youth development.
- Must complete criminal history and identity check screenings.
- Ability to engage in light physical activity such as lifting boxes weighing up to 20 pounds.

QUALIFICATIONS

- Bachelor's degree required; master's degree desirable.
- At least five years of professional development experience in a non-profit setting, including significant responsibility for institutional revenue generation, extensive experience with proposal-writing, and knowledge of corporate and event fundraising.
- Valid driver's license and willingness to drive preferred.

TO APPLY

Qualified applicants should submit a resume, cover letter, and fundraising-focused writing sample to jobs@fromthetop.org. Applicants can expect to receive confirmation of receipt and notification of next steps within two (2) weeks of submission.

From the Top is an equal employment opportunity employer. The organization adheres to a policy of making employment decisions without regard to race, color, religion, gender, sexual orientation, national origin, citizenship, age or disability.