

**POSITION ANNOUNCEMENT
INSTITUTIONAL GIVING MANAGER**

POSTING DATE: July 2019
STATUS: Full-Time
REPORTS TO: Director of Development
POSITION AVAILABLE: Immediately



ABOUT ROUND HOUSE THEATRE

Dubbed “the current meteor in DC theatre” by Peter Marks of *The Washington Post*, Round House Theatre is one of the “Big Six” professional theatres in the Washington, DC area. A nonprofit professional LORT theatre with an annual budget of over \$6 million located in suburban Washington, DC (Bethesda and Silver Spring, MD), Round House Theatre is a home for outstanding ensemble acting and lifelong learning that seeks to captivate audiences with stories that inspire compassion, evoke emotions, and demand conversation. With a growing subscriber base and having just completed the best-attended and highest-grossing seasons in its history, Round House produces a six-show season of new plays, modern classics, and musicals for more than 55,000 patrons each year at its newly renovated 340-seat theatre in Bethesda in addition to providing educational programs for more than 4,000 students of all ages at its six-classroom Education Center in Silver Spring, in schools throughout Montgomery County, and at the Bethesda theatre.

Purpose of Position

The Institutional Giving Manager is responsible for the management and growth of government and foundation support to Round House Theatre. This individual must be a skillful writer, detail-oriented, and a self-directed team member. The position will be based primarily at the Administrative Office in Silver Spring but will occasionally need to work at the Theatre in Bethesda. Participation in our fast-paced environment includes some weekend and evening hours for opening nights and other special events.

Essential Duties and Responsibilities

- Develop funding proposals, grant applications, and final reports for foundation and government donors.

- Cultivate and maintain relationships with foundation and government donors through direct contact, including letters, and proposals, phone solicitation, and personal visits, in order to increase contributed income among these sectors.
- Plan, implement, and track the progress of foundation and government solicitations.
- Research and actively pursue new institutional funding opportunities.
- Contribute writing for development communications, including the annual report and donor newsletter.
- Work closely with the Finance Department to prepare financial reports and other budget information for grant reports and applications; participate in income tracking, analysis, and budgeting.
- Staff development events, including Opening Nights, Inside Looks, and other donor cultivation and stewardship events.
- Share responsibility for reaching capital campaign and annual giving fundraising goals.
- Represent Round House Theatre in the community, through attendance at local and regional cultural programs, lobbying and networking with elected officials, and participation in local business networking organizations.

Qualifications and Capabilities

- Bachelor's degree required.
- A minimum of three (3) years of development experience and proven success in institutional fundraising.
- Excellent writing skills and communication skills, including the ability to write creatively and persuasively.
- Successful track record working with boards, donors, the public, and staff.
- Demonstrated ability to think strategically and to achieve results in a fast-paced, team-oriented environment.
- Outstanding organizational skills, attention to detail, and ability to meet deadlines.
- Proficiency with donor databases, Macs, and Microsoft Office Suite including Outlook, Word, Excel, and PowerPoint.
- Schedule flexibility and ability to work occasional nights and weekends.

- Experience in a performing arts organization, especially theatre, is desirable.

**Where the qualifications are described in terms of formal education or training, prior experience in a relevant field, as determined by the theatre, may be substituted.*

BENEFITS

- Salary in the mid-40s, commensurate with qualifications and experience
- Health insurance – Choice of fully-funded HMO or optional PPO
- Dental, Life and Long-Term Disability Insurance
- Generous paid time off, including annual, personal, and sick leave

HOW TO APPLY

Submit a cover letter, resume, and two writing samples to jobs@roundhousetheatre.org. This position is available July 15, 2019. Round House Theatre is an Equal Opportunity Employer. Persons from diverse backgrounds are strongly encouraged to apply. For more information about Round House Theatre, please visit RoundHouseTheatre.org. No phone calls please.