

Institutional Giving Manager

Job description

Position Type: Full-Time

Pay Range: \$55,000 - \$65,000

Location: Hybrid (at least 2 days in the Philadelphia office)

Transforming Philadelphia through the power of film.

As the producer of the Philadelphia Film Festival and creative force behind the Philadelphia Film Center and PFS Bourse Theater, the **Philadelphia Film Society (PFS)** raises awareness of film as an important art form in Philadelphia and serves as a vital piece of the city's arts and culture community.

Reporting to the Director of Development, the Manager of Institutional Giving has a critical role in developing and implementing strategies for the Philadelphia Film Society's institutional giving goals for foundation, corporate, and government support.

Executes a comprehensive plan to cultivate, solicit, and steward current and prospective institutional donors. Develops and executes fundraising programs with corporations, including educational and program funding, sponsorships, employee giving programs, and programs that match employee volunteerism with corporate gifts. Understands and applies basic principles of fundraising to identify and cultivate funders for operational funds, campaigns, and restricted gifts (for example, in-kind donations, endowments, special events, and grants). Creates new and innovative strategies for increasing corporate and foundation partners and develops an annual plan of stewardship, including goals, objectives, and action steps.

Engages and supports the Director of Development, CEO/Executive Director, and Board of Directors/Committee Members to achieve measurable annual fundraising and campaign goals.

This position specializes in proposal development and grant writing for all Film Society programming and resources. The ideal candidate will be a persuasive and experienced grant writer, display exceptional project management and relationship-building skills, think strategically, and have a keen eye for details.

Primary Duties and Responsibilities

- Working collaboratively with Film Society staff, develop programmatic, unrestricted, and campaign proposals for institutional funders (government, foundation, and corporate entities), including the co-creation of budgets and auxiliary materials to raise institutional revenue for the Film Center.
- Maintain and grow a portfolio of corporate, foundation, and government funders for the assigned program areas that provide a pipeline to enable the Development team to reach its financial goals.
- In conjunction with Development team colleagues, steward current donors to increase giving.
- Manage the Film Center's EITC status and portfolio, identify prospects, manage solicitation, and oversee acknowledgments and reporting.
- Manage intake of all institutional awards, including timely acknowledgment, internal award processing and notification, and working with the Development Coordinator for efficient grants management.
- Serve as the primary contact for Film Center staff for restricted programmatic efforts, including analyzing funder requirements and deadlines.

- Ensure complete and accurate database records of foundation, corporate, and government funders, including contacts, recognition requirements, grant guidelines, proposals, reports, and all other communications with grant funders, as necessary, using a “Moves Management” approach to ensure maximum engagement of each funder.
- Assist in identifying, researching and developing funding prospects including corporate, foundation, government for restricted programmatic efforts, including assisting in expanding funding from new and existing sources.
- Work effectively as part of the Development team to achieve fundraising objectives.
- All other duties as assigned.

Skills and Qualifications

- Bachelor's degree or equivalent work experience.
- 3-5 years of experience in proposal writing, grants management, and research.
- Excellent and persuasive writing skills with the ability to articulate clear and concise thoughts • Exceptional interpersonal and relationship-building skills.
- Ability to work independently, setting priorities and ensuring deadlines are met.
- Ability to work collaboratively across departments, effectively communicating information needs, creating schedules for submissions, and monitoring the timely production of necessary content.
- Strong contributor in team environments to help strengthen internal communications, collaboration, and organizational culture.
- Exceptional research and project management skills, and ability to balance multiple, complex projects.
- Ability to independently prioritize tasks, meet objectives, and consistently meet deadlines.
- Ability to communicate effectively with diverse audiences, including selecting appropriate information and tone.
- Understanding of the local fundraising landscape and development cycle.
- Knowledge of government, foundation, and corporate giving.
- Flexible and adaptive to effectively manage changing priorities and new opportunities.
- Familiarity with DonorPerfect and DonorSearch software is a plus.
- Familiarity with nonprofit organizations’ best practices.
- Personal qualities of integrity, credibility, and dedication to the mission of PFS
- Fully vaccinated and boosted against COVID-19 by hire date

To apply:

Please email your resume and cover letter to jobs@filmadelphia.org with “Job Title – Your Name” in the subject line. Unfortunately due to the high volume of applications we receive, we are not able to respond to all applications.

Salary and benefits are competitive and commensurate with experience. The information in this job description indicates the general nature and level of work expected of employees in this classification. It is not designed to contain, or be interpreted as, a comprehensive inventory of all duties, responsibilities, qualifications, and objectives required of employees assigned to this job, nor is it to be interpreted as a contract for employment. PFS is an Equal Opportunity Employer. Recruitment, hiring, promotions, and other terms, conditions, and privileges of employment shall be maintained in a manner that does not discriminate on the basis of age, race, creed, color, national origin, sex, sexual orientation, gender expression, marital status, physical or mental disability, veteran status, or military status, or in violation of any applicable Federal, state or local legislation.