

The mission of the Idyllwild Arts Foundation is changing lives through the transformative power of art.

The Idyllwild Arts Academy provides pre-professional training in the arts and a comprehensive college preparatory curriculum to a diverse student body of gifted young artists from all over the world.

The Idyllwild Arts Summer Program provides arts instruction and experiences of the highest caliber to a diverse student population of all ages and abilities.

Idyllwild is a small town located at over 5,000 feet on the western slopes of California's San Jacinto Mountains. Even though it seems far from the hustle and bustle of city life, the town and campus frequently hosts music festivals, prominent speakers and artists, and community events. Also, it is only two hours by car to Los Angeles and San Diego.

**OPPORTUNITY: Foundation Relations Manager**

**LOCATION:** Idyllwild, CA 92549

**REPORTS TO:** Director of Development

**STATUS:** Full Time – Exempt

**SUPERVISES:** None

**POSITION OVERVIEW**

The Foundation Relations Manager leads the effective/efficient administration of institutional grants throughout the entire grant life-cycle, from grant research and request to reporting. This includes proactively identifying and pursuing new and increased funding sources, working across campus and with leadership to identify funding opportunities, including the writing and timely submission of grant applications and managing post-funding reporting and requirements.

**GENERAL DUTIES**

The Foundation Relations Manager (FRM) reports to the Director of Development (DOD). Under the supervision of the DOD and Chief Development Officer (CDO), the FRM leads IAF's effort to identify, cultivate, solicit and steward institutional funders. The FRM works with various staff to write a wide range of grant proposals ; tracks progress to meet reporting requirements; gathers information and assembles project/program teams to assure grant submissions and reports are completed by their due dates; ensures comprehensive inventories of all grants are maintained; and may be asked to participate in other development activities.

- Works collaboratively with development office and partners from all areas of IAF to identify, develop, plan, and implement strategies for raising money from foundations.
- Builds relationships and seeks opportunities to optimize and increase IAF resources, and collaborates with Marketing Department to coordinate design needs of the organization.
- Collaborates with various committees to explore and develop funding opportunities.
- Proactively identifies and researches funding sources; evaluates opportunities in collaboration with program and senior staff; and collaboratively seeks funding for existing and new programs from grants, government programs, foundations, corporations, and other sources.
- Builds substantive relationships with a broad array of funders, and actively cultivates relationships with donors and external stakeholders to work towards/facilitate funding opportunities.
- Attends meetings for new grant opportunities.
- Works to ensure all grant applications and reports are completed and exhibit exceptional expository writing skills and a masterful command of grammar and spelling.
- Develops individual grant proposals in accordance with each grant-making organization's preferences and follows exactly each organization's guidelines.
- Works to prepare renewal grants as applicable with local, state and federal government agencies; foundations; and corporations.
- Works to track existing and pending grants and other internal reporting systems.

- Manages scheduled and as-necessary audits, reviews, and progress/quarterly/annual reports required by a grant-making organization that has funded a project or program.
- Reviews the budget of a project or program for which funding is sought and makes recommendations to better present it to donors and funding organizations.
- Keeps in contact with donors and other funding organizations during their review of a submitted application or proposal in order to be able to supply additional supportive material or identify/facilitate conversations with subject matter experts.
- Remains current on critical challenges, issues, policy, and new thinking in sectors that are relevant to the organization.
- Serves as a resource to IAF staff in interpreting donor rules and regulations during the proposal stage and the point of contact for institutional grant information.
- Serves as point of contact on grant matters, subcontracts, and other agreements for the development of assigned grant applications.
- Maintains personal work management system for tracking tasks and follows-up on actions to ensure timely completion of deadline driven tasks and outcomes.
- Maintains complete prime award documents (electronic), including submission and transmittal of grant deliverables. Manages the keeping of records (electronic and in some cases hard copies) for all institutional grants, reports, and documentation.
- Responds to questions/inquiries from funders, partners and stakeholders.
- Performs other duties as assigned.

## **MINIMUM QUALIFICATIONS**

Experience with suite of Microsoft office products, google mail, calendar and drive, experience with or ability to learn CRM database operations (Raisers Edge)

## **LEADERSHIP QUALITIES**

- Demonstrated ability to think strategically and creatively;
- Ability to multi-task, meet deadlines, and work with minimal supervision;
- Strong writing, oral, and presentation communication skills;
- Attention to detail and strong project management skills;
- Ability to work as part of a team;
- Skilled at social emotional relationships with staff, families, children and the community.
- Ability to work effectively with a diverse group of people.
- Provides excellent customer service and stewardship to all staff, donors, and contacts of the organization.
- Participates in activities that further professional growth of self and staff.
- Strong oral, written communication skills with the ability to communicate effectively with people from a wide range of backgrounds.

## **PERSONAL QUALITIES**

- Acts as a model of integrity & respects donor confidentiality
- Has a sense of humor and keeps things in perspective
- Exercises patience and good, active listening skills
- Flexible and keeps a positive attitude

## **EDUCATION/EXPERIENCE**

- Bachelor's degree; Advanced degree preferred;
- 5+ years of grants experience; or similar experience;
- Intermediate to advanced Microsoft Office Suite computer skills;
- Fundraising experience required

## OTHER REQUIREMENTS

- Obtain and maintain a valid California Driver License, pass a criminal history background check as required by California Education Code Section 44237, and pass a TB screening questionnaire/test.

## PHYSICAL DEMANDS/WORK ENVIRONMENT

While performing the duties of this position an incumbent is required to:

- Regularly remain sedentary for long periods of time in meetings and while processing information and paper work both manually and on a computer.
- Specific vision abilities include close, distance and color vision perception and the ability to adjust eye focus. Reaching with the hands and arms and use of hands to finger, type, and manipulate a computer keyboard and mouse is required.
- Additionally, the incumbent must be able to converse in clear English both written and orally, over a telephone and in person, and be able to make public presentations.
- Work hours vary and may include days, nights, and weekends.
- Reasonable accommodation will be considered to enable individuals with disabilities to perform the essential functions of this job.

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Idyllwild Arts is an Equal Opportunity Employer

**Interested candidates should send a CV/Resume (PDF or Word doc format, only) and a letter of interest addressing their skills, abilities and experiences relevant to this opening.**

**Deadline for submittal April 21, 2019**

Email to: [employment@idyllwildarts.org](mailto:employment@idyllwildarts.org)

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