

**Position Title :** Grants and Sponsorships Manager

**Organization :** Chautauqua Institution

**Salary:** \$62,000 - \$72,000 Annually

**AFP-WNY Post Date :**12/19/23

**DEADLINE TO APPLY: OPEN**

## **Grants & Sponsorship Manager**

The Grants and Sponsorships Manager is a member of the Advancement team responsible for identifying, cultivating, and soliciting institutional donors, and for building and strengthening philanthropic resources for Chautauqua Institution. Reporting to the Director of Advancement Communications and working closely with the Advancement leadership team, Director of Annual Giving, Institution President, Foundation Executive Director, and program partners, the incumbent is responsible for enhancing and growing major corporate and foundation support.

### **About Your Work**

- Identify and manage a portfolio of corporate and foundation donors and prospects.
- In collaboration with Advancement and program colleagues, create and manage Chautauqua's institutional strategy for unrestricted operating funds, restricted programs, corporate sponsorships, strategic initiatives, capital, and campaign projects.
- Coordinate with leadership and program staff to acquire regional and national funding that advances strategic priorities.
- Work closely with Advancement and Institution leadership to identify and cultivate key connections between Chautauquans and individuals, corporations, and foundations that might champion funding in support of Chautauqua nationally.
- Work with the research team to identify individual, corporate, and foundation prospects to develop a robust prospect pipeline.
- Identify and communicate funding opportunities to leadership and internal/external partners; develop strong working relationships and collaborate with partners inside and outside Chautauqua to translate innovative ideas into competitive funding proposals.

- Develop written proposals, grants, reports, and other donor communications as needed; serve as an advisor, author and collaborator on the generation of proposals, stewardship, and funder reports.
- In collaboration with the Director of Annual Giving, create and execute annual sponsorship strategy and benchmarks to maximize corporate sponsorship of the nine-week Summer Assembly Season and year-round programs.
- Work with Advancement leadership to coordinate fundraising activities across the organization to ensure cooperative fundraising efforts.
- Participate in donor events as needed.

## About You

### Education & Experience

- Bachelor's degree in Non-Profit Management, Business, Communication, or a related field is required. Candidates with an equivalent combination of education and experience will also be considered.
- Minimum of 3 years in grant writing, grant management, or other fundraising experience is required.
- Experience with Raiser's Edge or other CRM software is preferred.

### Knowledge, Skills, and Abilities

- Exceptional project management skills.
- Goal orientation to seek to accomplish specific outcomes.
- Articulate oral and written communication to interact extensively with funders and partners.
- Self-confidence to trust independent judgment and take the correct action decisively.
- Technical savvy for the use of fundraising software and technology solutions organization-wide.
- Analytical reasoning to use quantitative and qualitative assessment to draw conclusions.
- Relationship-building expertise to navigate interworking teams at Chautauqua, Advancement, and Foundation and to work effectively with volunteers and program partners.
- Initiative and enthusiasm to motivate and engage both existing and new funders.

- Consultative and collaborative approach to process, procedure, and problem resolution in teams.
- Project and time management skills to navigate multiple projects and to discern competing interests.
- A life-long learner who is eager to maintain professional and technical knowledge.
- Professionalism and ethics in interaction and when dealing with highly confidential information.

## **About Chautauqua Institution**

Chautauqua Institution is a not-for-profit global convener of dialogue on the most significant issues of the day through engagement across four pillars of the arts, education, religion, and recreation. The Chautauqua community is located on the shores of Chautauqua Lake in southwestern New York State and comes alive each summer with a unique mix of visual and performing arts, lectures, interfaith worship/programs, and recreational activities. Chautauqua Institution owns and operates Chautauqua Hotel Company, a comprehensive hotel, food & beverage, conferencing, and events organization. The Institution's office in Washington, DC is located strategically for an ongoing role in the cultural conversations of the nation.

## **Advancement Operations & Philanthropy at Chautauqua Institution**

In 2016, the Institution completed the largest campaign in its history. The Promise Campaign, which launched in 2011, exceeded its original goal of \$98.2 million for a total of \$103.5 million. It was funded by nearly 7,000 contributors — individuals, families, foundations, and partners — from 48 states and 13 countries. Nearly half of those donors gave to the Institution for the first time. The signature prize from this campaign is the \$42 million Chautauqua Amphitheater.

The successful campaign was the most recent demonstration of how, throughout its storied history, Chautauqua Institution has been revived, sustained, and now thrives on the power of philanthropy. In 1937, in response to fiscal challenges brought on by the Depression, Chautauqua's leadership established the Chautauqua Foundation which today manages the endowment assets held to

benefit the Institution and supports the development of new philanthropic resources. Today, the endowment stands at over \$90 million.

## **Total Rewards for Our Talent**

Chautauqua Institution's competitive compensation and a benefits suite that includes health insurance with Blue Cross Blue Shield, flexible spend (or health savings) account options, dental and vision insurance, complimentary life insurance, wellness incentives, and fitness options, an employee assistance program, and supplemental life insurance and long-term disability options. The Institution supports planning for retirement through a discretionary employer pension contribution, which has recently been (10%) of gross compensation following a designated service period.

The compensation for this opportunity starts at \$62,000/annual and, with demonstrated experience and qualifications, candidates may earn up to \$72,000/annual.

## **Discovering Your Chautauqua Experience**

There are countless ways that our talent will engage with our mission, vision, and diverse communities, and you are invited to immerse yourself in our programming as a gateway to this experience. Employees will receive a traditional Chautauqua gate pass, free of cost, which provides access to many of our programs at the Amphitheater. In addition to a traditional gate pass, employees and their families will receive full access to our current and historical programs online at CHQ Assembly.

## **Our Commitment to IDEA**

Chautauqua Institution values Inclusion, Diversity, Equity, and Accessibility (IDEA) as a priority in our strategic plan, 150 Forward. One of our five core values is "The dignity and contributions of all people." We are committed to creating conditions in which everyone feels that they can engage as full and valued participants in the Chautauqua experience. The Institution is an equal opportunity employer committed to equitable and inclusive hiring practices and applicants will not be discriminated against based on any status protected under federal, state, or local

law. We especially welcome applications from those who can demonstrate experience, engagement, and professional expertise in IDEA.

### **How to Apply**

Join our talent community and apply online at [CHQ.org/employment](https://CHQ.org/employment).

You are encouraged to learn more about Chautauqua Institution at [CHQ.org](https://CHQ.org) and view the 150 Forward Strategic Plan at [150fwd.CHQ.org](https://150fwd.CHQ.org).