Institutional Philanthropy Manager
Theatre Communications Group, the national organization for theatre, seeks a Manager to join its Institutional Philanthropy department. This position will contribute to a small team that cultivates over $1.5M-$2M+ annually to support TCG's programs and services that advance the national non-profit theatre sector. Reporting to the Director of Institutional Philanthropy, the Manager will experience all aspects of institutional fundraising – from developing strategy to securing resources for an ambitious strategic plan -- with a particular focus on foundation and government support. TCG is a respected national arts service organization that values artistic curiosity, open discourse, and meaningful connections. In 2020, TCG adopted a new mission: to lead for a just and thriving theatre ecology. More info at [https://circle.tcg.org/about/mission-and-values](https://circle.tcg.org/about/mission-and-values)

About the Organization
Theatre Communications Group (TCG) is committed to modeling, promoting, and advancing anti-racist and anti-oppressive values to fulfill its mission. Since its founding in 1961, TCG’s constituency has grown from a handful of groundbreaking theatres to over 700 Member Theatres and affiliate organizations and nearly 8,000 individual members; TCG advances a better world for theatre and a better world because of theatre.

TCG offers its members networking and knowledge-building opportunities through research, communications, and events, including the annual TCG National Conference, one of the largest nationwide gatherings of theatre people; awards grants and scholarships to theatre companies and individual artists; advocates on the federal level; and through the Global Theater Initiative, TCG’s partnership with the Laboratory for Global Performance and Politics, serves as the U.S. Center of the International Theatre Institute. TCG is North America’s largest independent publisher of dramatic literature, with 18 Pulitzer Prizes for Drama on the TCG booklist. It also publishes the award-winning American Theatre magazine and ARTSEARCH®, the essential source for a career in the arts. In all its endeavors, TCG seeks to increase the organizational efficiency of its Member Theatres, cultivate and celebrate the artistic talent and achievements of the field, and promote a more extensive public understanding of and appreciation for the theatre. For more info, visit: [www.tcg.org](http://www.tcg.org).

About the Department
The Department of Institutional Philanthropy includes two full-time staff members and one part-time staff member: the Director of Institutional Philanthropy, Institutional Philanthropy Manager, and Grant Writer. Together, this team works with TCG’s executive leadership, program staff, and finance department to research, secure, and report on $1.5M – 2M+ annually through existing partnerships and new sources, including a nascent campaign to support TCG’s recently adopted strategic plan to advance the national theatre ecology. The Department engages temporary, part-time assistance, as needed, to accomplish its goals. Annual fundraising is supplemented by a separate Department of Individual Giving & Special Events which produces TCG’s annual Gala and secures support from individual donors. Both departments collaborate on TCG’s Book Sponsorship Program, TCG's Capitalization Taskforce, and other strategic cultivation campaigns.
What You Will Be Doing

- Conduct brand alignment research that leads to solicitation and activation plans for corporate sponsors and business partners, including preparing sponsor packages, negotiations, and contracts.
- Generate tailored funder cultivation lists for existing and emerging initiatives.
- Manage a portfolio of grants and sponsorships and partner with the Director to cultivate existing and prospective institutional partners to maximize the retention and growth of TCG’s funders.
- Prepare institutional funder briefings, persuasive proposals, and funder reports in partnership with TCG staff for operating support, multi-year programs, sponsorships, the Capitalization Taskforce, and other special campaigns.
- Co-manage TCG’s part-time grant writer with Director and act as a liaison between TCG and grant writer to ensure grant financials and narratives tell a single cohesive story.
- Manage grants and sponsor management systems, i.e., benefits tracking and fulfillment, communication plans, compiling organizational statistics and data from various departments, data entry, gift acknowledgments, and departmental records.
- Manage the cross-organizational process to collect impact data for funder reports and public profiles (SMU/DataArts, GuideStar, Charity Navigator).
- Assist with scheduling and documentation for internal and external meetings.
- Assist with additional tasks as necessary to ensure the smooth working of the I.P. department.

What You Need For This Position

This position is multi-faceted, fast-paced, and integral to TCG’s fundraising and advancement efforts. Applicants should exhibit experience and enthusiasm for writing effective proposals, program evaluation, and budgeting. Familiarity with issues affecting the non-profit theatre community—for both institutions and individual practitioners—is highly desired. Curiosity and the ability to summarize ideas are necessary. The ability to interact with staff at all levels while remaining proactive, resourceful, and efficient, with a high level of professionalism and confidentiality, is essential to the success and growth within this role. TCG is seeking someone who brings a "can-do" enthusiastic disposition to the job and inspires others to do their best work. Additional qualities and experience include:

- Strong commitment to anti-racism and inclusivity.
- History of cultivating and managing a portfolio of foundation and government grants; 3+ years of experience in grant writing or a transferable skill with expository writing and research skills; comfort with managing workflows; and superior copyediting experience.
- Ability to inspire respect and trust to mobilize resources; effective communication skills; and influence others to move concurrent deadline-based projects forward.
- Dexterity with numbers and words to create project budgets and financial narratives.
- An interest in theatre and a sense of humor are strongly preferred.
Compensation and Benefits
The salary range for this position is between $58,500 and $62,500. TCG also covers 100% of health insurance premiums. Additional benefits include two weeks of vacation, four personal days, paid sick time, and other company time-off and holidays. Other benefits include a collegial environment that encourages a healthy work-life balance, personal and professional development opportunities through Grow@TCG, free TCG books, and events for staff designed by TCG’s "fun committee" to foster a warm, inviting, and friendly office culture.

Staff members participate in mandatory year-round ED&I, accessibility, and anti-racism training. As well as participating in various internal workgroups: TCG's ED&I Workgroup, BIPOC @ TCG affinity space, and Anti-Racist Learning and Action Affinity Space for White TCG Staff.

TCG is currently working remotely, and while there isn't a confirmed date to return to in-person schedules and operations, if relocating to TCG's offices in New York City is required for this position, TCG will cover up to $1,000 of relocation costs.

How to Apply
Please include “IP Manager” in the subject line and email resume and cover letter in a single attached file to job@tcg.org. All materials must be sent via email. We will respond only to those resumes in which we have interest.

Application Deadline
Applicants are encouraged to submit their materials as soon as they're able to. Materials will be reviewed as they are received.

TCG is an Equal Opportunity Employer and has a strong commitment to equity, diversity, and inclusion (ED&I) in our hiring process, as well as in all areas of our work. At TCG, we believe that diverse ideas, cultures, and traditions reflect the broad diversity of the U.S. and are vital assets that enrich the programs and services TCG provides for the theatre field. We respect the intersectionality of identities and are committed to EDI in all areas of our work and workplace. We strongly encourage candidates who identify as women, People of Color, LGBTQ+, neuro-diverse, people with disabilities, and non-binary to apply.