

CAREER OPPORTUNITY

AT&T
PERFORMING
ARTS
CENTER

TITLE: MANAGER OF FOUNDATION AND MAJOR GIFTS

Department: Development
Reports to: Director of Development, Annual Fund
Location: Dallas Arts District
Availability: Immediate

The AT&T Performing Arts Center is seeking an energetic and highly-motivated individual for the position of Development Manager of Foundation and Major Gifts. This individual will manage a portfolio of the Center's institutional giving and execute the grant application process including cultivation, stewardship, reporting and prospect research. This individual will also work alongside the Director of the Annual Fund to research new, and cultivate existing major gift donors of \$10,000 or more to the Annual Fund campaign.

The ideal candidate must have a depth of fundraising experience, experience in managing a budget and be a detail-oriented, highly-organized team player with a high degree of initiative. He or she should possess exemplary writing skills, the ability to thrive in a fast-paced environment and confidence interacting with high-level board members and donors.

Position Responsibilities (include but are not limited to):

- Manage a portfolio of foundation, organization and government grants
- Develop and manage a grant calendar for LOI's, submissions and reporting
- Prepare and submit all LOIs, grant requests and follow-up reports
- Prepare all editorial and collateral material for grant and major gift proposals
- Maintain comprehensive reports of ongoing Center community/education events to be used in reports and applications
- Participate in the strategy for Community Partners program regarding the fundraising and engagement of service organizations, including events with organizations
- Create annual and quarterly reports for Community and Education major benefactors and develop regular contact opportunities with major benefactors
- Conduct prospect research and maintain prospect/donor database and records for institutional and major gift prospects

- Meet with, cultivate, and steward existing donors and prospects of institutional and major gifts
- Participate in site visits with existing or potential funding organizations and major gift donors
- Manage/facilitate recognition for all foundation, endowment and major gifts
- Manage relationships and attend meetings with departments executing grant funded programs for accurate reporting and to ensure that the grant requirements are being met
- Engage donors during performances in Donor Lounge and during cultivation events

Education and Experience:

- Bachelors degree plus four to six years of experience in grant writing, fundraising, development required; preferably in a nonprofit setting; performing arts setting a plus.
- High proficiency in data base applications for use in fundraising
- Knowledge and experience using Microsoft Office with advance skills in Word and Excel
- Must have strong persuasive writing and interpersonal skills
- Must have excellent understanding of institutional and individual giving priorities and motivation
- Must have strong customer service skills
- Must have strong organizational skills and possess the ability to manage multiple projects at a time with a high degree of accuracy, attention to detail and strong time management skills
- Strong ability to work independently and collaboratively
- Ability to handle sensitive and confidential information
- Knowledge of prospective institutional and major donor population, preferably Dallas area and arts supporters
- Able to work under pressure in a team environment with enthusiasm and humor
- Able to attend events on nights and weekends throughout the year

AT&T Performing Arts Center is an equal opportunity employer and is committed to the belief that each individual is entitled to equal employment opportunity.

For immediate consideration, send cover letter, resume and salary requirements.

By E-mail: careers@attpac.org

By Mail: Human Resources AT&T Performing Arts Center
700 North Pearl, Suite N1800 - Dallas, TX 75201

ABOUT THE AT&T PERFORMING ARTS CENTER

The AT&T Performing Arts Center is a nonprofit foundation that operates and programs a 10-acre campus comprised of three premier performance venues and a park in downtown Dallas. Audiences enjoy the best and most recent from Broadway and off-Broadway; the finest dance companies from across the globe co-presented with TITAS Presents; and top concerts, performers and cutting-edge speakers. Thousands of students explore and more deeply experience the arts through the Center's education program, Open Stages. The Center also offers free programming for audiences from every part of the community.

The Center's mission is to provide a public gathering place that strengthens community and fosters creativity through the presentation of performing arts and arts education programs.

The Center's culture is to focus on the values that guide its people's actions. The Center's Core Values are to passionately pursue our mission by being:

Achievement Focused - Committed to the advancement and cultivation of the Performing Arts in Dallas

Community Minded – Actively fostering and participating in meaningful community interactions

Customer Service Driven – Dedicated to the service of internal and external constituents so that all want to return

Flexible – Willing to change to achieve results

- Audiences enjoy the best and most recent from Broadway; the finest in world dance and music co-presented with TITAS; top concerts, lectures and performers with Center Presents; and a five-year undertaking to present The Complete Works of William Shakespeare. The Center also presents a wide range of free programming for audiences from every part of Dallas, including Patio Sessions concerts, Sunset Screenings, Local Motion fitness programs and Studio 2403, dance classes in Sammons Park. The Center makes performance art accessible to thousands of local students through its education program, Open Stages. Through a variety of special programs and benefits, the Center's members and volunteers are able to become involved and engaged in the arts.
- The Center's five resident companies are among the city's leading arts institutions: Anita N. Martinez Ballet Folklórico, Dallas Black Dance Theatre, The Dallas Opera, Dallas Theater Center and Texas Ballet Theater.

These performance spaces are some of the finest venues in the world, designed by internationally acclaimed architectural firms:

- Margot and Bill Winspear Opera House, designed by Foster + Partners of London, is a stunning 2,200 seat venue wrapped in red glass with outstanding acoustic performance halls.
- Dee and Charles Wyly Theatre, a 575-seat theatre with a distinctive aluminum exterior, is home to one of the most versatile stages in the world designed by REX/OMA, Joshua Prince-Ramus (partner in charge) and Rem Koolhaas.
- Elaine D. and Charles A. Sammons Park, an urban park designed by Michel Desvigne with native plants and grasses, landscaped lawns, performance spaces, a reflecting pool, and an Information Center by Foster + Partners.
- Annette Strauss Square, an open-air entertainment venue with lawn and patio seating for 2,000 designed by Foster + Partners, under a starlit sky and surrounded by the downtown skyline.

For more information on the AT&T Performing Arts Center, to become a member, or to make a donation, visit www.attpac.org.