Institutional Giving Coordinator

Baltimore Center Stage (BCS), a LORT B theater, is accepting applicants for the position of Institutional Giving Coordinator. BCS is committed to being an inclusive workplace, and strongly believes in the importance of having a diverse group of individuals represented both onstage and off.

This position is a key member of the Development team, a department responsible for exhibiting BCS’ role in our local and national community and responsible for raising over $4 million each year. The Institutional Giving Coordinator will report to the Associate Director of Development, and is responsible for government and foundation funding. This position supports all aspects related to identification, solicitation, grant writing, benefit fulfillment, stewardship and reporting for foundation, government, and some corporate funders.

Compensation: Salary is $47,000 per year plus standard company health benefits and paid time off. This is a year-round, non-exempt position and is eligible for overtime.

Duties and Responsibilities: Primary duties include managing grant application calendar and process for federal and state entities, foundations, and corporations; preparing application proposals for both general operating and special project funding; managing proposal and reporting deadlines; research of prospective funders/donors and stewardship of existing funders/donors; and overseeing prompt acknowledgment of gifts. This is a great opportunity for a motivated and curious self-starter who is interested in deepening their knowledge and potentially growing into a larger role within Baltimore Center Stage.

Specific Duties include (responsibilities may shift as needed to best align with organizational needs):
  • Collaborate with Associate Director of Advancement and team to
    ○ Write, prepare, and edit funding proposals, grant applications, reports, and acknowledgement letters for corporate, foundation and government funders
    ○ Craft creative and powerful articulations of Baltimore Center Stage’s programs, vision and strategies into organized and concise proposals and communications
    ○ Collaborate inter-departmentally to gather and develop program-specific narratives and goals
  • Work closely with the Associate Director of Development to develop cultivation and stewardship strategies for existing and potential funders locally and nationally
  • Work closely with development assistant to oversee documentation and fulfillment of foundation and corporate stewardship programs, including giving level benefits and amenities where appropriate
  • Maintain application and reporting calendar, and report regularly on progress
  • Research institutional giving prospects, and document information in Tessitura and other systems
  • Stay up-to-date on local and national funding news, trends and opportunities
  • Collaborate with Development staff on meeting or exceeding targeted financial goals
  • Provide support to fundraising events, including cultivation events and the annual gala

Secondary Duties include:
Perform other duties assigned to you by your supervisor. Participate in the activities of the development department and in external organizations and events that offer connections to the
corporate, arts, and non-profit philanthropic communities. Act as a responsible, engaged, and informed advocate for the health of Baltimore Center Stage by supporting, with time and energy, organization-wide projects/events to advance our mission and its goals.

As of right now, Baltimore Center Stage’s administrative staff work in a hybrid format: three days in the office and two days from home.

**Qualifications:**

- Clear, concise, and effective written communication skills
- Strong organizational skills with excellent attention to details, accuracy, and dependability
- The ability to manage multiple competing priorities, efficiently and effectively
- Excellent interpersonal communication skills, including active listening and collaboration
- Tactful patron service mindset and ability to maintain confidentiality
- An understanding of and desire for ongoing learning about Antiracism and Anti-Oppression principles and practices, and the ability to interact effectively with people of different cultures and socio-economic backgrounds.
- Proficiency in Excel, Word, Outlook, and other Microsoft software
- Prior fundraising experience and knowledge of the Baltimore community is appreciated, but not required
- Tessitura experience is appreciated, but not required (training will be provided)
- Enthusiasm for the positive role of the performing arts in the community and Commitment to Baltimore Center Stage’s core mission of access and belonging

**Required Competencies:**

- **Cultural Competency:** An understanding of Antiracism and Anti-Oppression principles and practices, and the ability to interact effectively with people of different cultures and socio-economic backgrounds
- **Communication:** The ability to communicate transparently and effectively across mediums with an emphasis on interpersonal communication
- **Relationship Management:** Excellent social and collaborative skills with an emphasis on building and maintaining meaningful and reciprocal relationships
- **Project Execution:** The ability to employ high attention to detail to operational aspects of a project, the ability to manage multiple competing priorities, and the ability to follow through on projects
- **Relentless Curiosity:** The ability to productively question the status quo and engage in solution-oriented, systems-thinking
- **Time Management:** The ability to efficiently manage time, effort and decision-making skills across various programs and departmental operations

**Hiring Process:** Submit cover letter and resume here: [https://workforcenow.adp.com/mascrs/](https://workforcenow.adp.com/mascrs/default/)

[mdf/recruitment/recruitment.html?cid=43d2e9d4-218d-4279-b2df-9404f7c77a4e&ccId=9201074284200_2&jobId=885821&lang=en_US&source=CC2](https://workforcenow.adp.com/mascrs/default/)

Selected applications will receive interviews. Baltimore Center Stage is able to start this position as soon as an offer is made.

**About Baltimore Center Stage:**

Designated the State Theater of Maryland in 1978, Baltimore Center Stage provides the highest quality theater and programming for youth, families, and all members of our community under the leadership of Artistic Director Stephanie Ybarra. BCS ignites conversations and imaginations by producing an eclectic season of professional productions across two main stages and an intimate 99-seat theater, and through engaging and inspiring community and education programs. Everything we do at BCS is led by our core values—chief among them being Access For All. Our mission is heavily rooted in providing active and open accessibility to our Mainstage performances, as well as education initiatives and community programming to everyone regardless of barriers, be it financial, racial, orientation, or other.