

Manager, Foundation Relations

The Adrienne Arsht Center for the Performing Arts of Miami-Dade County is seeking an experienced, skilled, and highly motivated Manager, Foundation Relations to support the Director, Foundation Relations

FLSA Status: Full-Time, Exempt

About the Adrienne Arsht Center for the Performing Arts of Miami-Dade County

Set in the heart of downtown Miami, the Adrienne Arsht Center for the Performing Arts of Miami-Dade County is committed to welcoming and connecting ALL people to the arts, to the Arsht Center, and to each other. Since opening in 2006, the Arsht Center, a 501(c)(3) non-profit organization, has been a catalyst for billions of dollars in new development in the downtown area, a leader in programming that mirrors South Florida's diversity, a host venue for historic events and Miami's hub for arts education.

Each year, we serve more than 50,000 young learners and offer more than 100 culturally diverse and inclusive education programs. Our 300+ annual events include our Knight Masterworks Classical Music series featuring magnificent orchestras and soloists from around the world; the very best musicals direct from New York for Broadway in Miami; Jazz Roots, the largest jazz series in South Florida; our award-winning, Miami-made Theater Up Close program; Flamenco Festival Miami; brilliant work from our many Arts Partners and local artists, and much more.

The Arsht Center is a home stage for three resident companies - Florida Grand Opera, Miami City Ballet, and New World Symphony - and a launchpad for local artists to make their mark on the international stage. In addition, our Family Fest, Free Gospel Sundays, Communi-Tea LGBTQ+ celebration, and Heritage Fest are among dozens of free activities that bring together people from all corners of our community.

For more information, visit arshtcenter.org.

Basic Function

Collaborating with the Director, Foundation Relations, this position will help build on the Center's base of foundation support, seeking new local, regional and national grant opportunities, as well as upgrading and renewing current supporters. The Manager, Foundation Relations works with the development team to execute the department's fundraising goals and with other departments, such as programming and education/community engagement, to effectively articulate the Center's case for support.

Responsibilities

- Develop compelling grant proposals, letters of inquiry, interim and final reports, and other letters of communication with donors tailored to their specific interests.
- Conduct research and identify prospective foundation and government funders.
- Maintain a comprehensive database of foundation prospects, including their funding priorities, deadlines and contact information.
- Monitor grant agreements and reporting and recognition obligations to ensure compliance with donor requirements for grant-funded programs.
- Maintain accurate records of all foundation interactions, grants received and outcomes achieved.
- Performs other duties as deemed appropriate by the Director, Foundation Relations.

Ideal Experience

- At least 2 years' experience in fundraising, preferably in the non-profit field.
- A bachelor's degree is required. Creative and legal writers, as well as English, journalism, public policy and community development majors, are encouraged to apply.
- Excellent writing, editing, analytic, and interpersonal skills, as well as the ability to effectively manage multiple projects simultaneously.
- Ability to work independently on deadline-critical projects.
- Ability to work well in a team environment.
- Excellent organizational skills and attention to detail.
- Ability to use online search tools for research.
- Computer proficiency in word-processing, understanding of and experience in preparing financial reports and spreadsheets.
- Must be detail oriented, organized and have good working knowledge of Microsoft Office products, including Outlook, Word and Excel.
- Understanding of collaborative, team-oriented leadership style.
- Excellent written and verbal communication skills.

Personal Characteristics

Manager, Foundation Relations should be:

- Passionate about the performing arts
- Action-oriented; an achiever
- Detail-oriented; careful and reflective
- Affable, quick to adapt
- Determined and persistent
- Dedicated to accomplishing the organization's goals

Expectations

The Manager, Foundation Relations will be part of a two-person team responsible for mobilizing the Center's grant program:

- Raise more than \$2M annually for operations and programs
- Assist the Director, Foundation Relations in building relationships with local, regional and national funders
- Identify new funding sources with missions compatible with the Center's programmatic and community goals
- Acquire working knowledge of the organization's CRM, Tessitura

Physical Demands

- While performing the duties of this position, the employee is frequently required to stop, reach, stand, walk, lift, pull, push, grasp, communicate, and use repetitive motions.
- While performing the duties of this position, the employee may frequently lift and or move 20 pounds of materials.
- The position requires the individual to meet multiple demands from multiple people and interact with the public and other staff.

Suggestions for candidates and expressions of interest should be addressed to:

Email: resumes@arshtcenter.org, with Manager, Foundation Relations search in the title line.

Note: The above job description is intended to describe the general nature and level of work being performed by staff assigned to this job. It is not intended to be an exhaustive list of all responsibilities, duties, and skills required of staff in this position. Duties, responsibilities, and skills are also subject to change based on the changing needs of the job, department, or organization. The job description does not constitute an employment agreement between the employer and employee and is subject to change by the Adrienne Arsht Center as the requirements of the job change.

The Adrienne Arsht Center is an equal opportunity employer committed to being an inclusive workplace and strongly believes in the importance of having a diverse group of individuals represented both onstage and off.