

TWO RIVER THEATER

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Institutional Giving Manager

Two River Theater is seeking an Institutional Giving Manager to help develop and manage our corporate, foundation, and government funders. The responsibilities of this position include grant writing, managing sponsor benefits, prospect research, and cultivating institutional relationships. This position will work closely with the Associate Director of Development and report directly to the Director of Development.

About Two River Theater

Now in its 25th Anniversary Season, Two River Theater is located in the vibrant Jersey Shore community of Red Bank NJ. Two River is committed to creating great American theater by developing and producing work by some of the country's leading artists. We are proud to be viewed as a vital cultural resource in the community. Through 8+ theatrical productions each year (including world premieres, musicals, classics and theater for young audiences) and 40+ annual events and audience engagement initiatives, Two River serves an audience of 50,000 annually. Two River celebrates and honors our core values of Artistic Excellence; Education and Community Engagement; Equity, Diversity, and Inclusion; and Operational Excellence. Anyone who joins our collaborative and fun team quickly becomes part of putting all of our initiatives into action day in and day out. Two River Theater is under the leadership of Artistic Director John Dias and Managing Director Michael Hurst.

Two River Theater is dedicated to the goal of building an equitable and culturally diverse work environment and strongly encourages applications from members of underrepresented groups.

Responsibilities

Grantwriting:

- Craft grant proposals to fund Two River Theater's artistic, education and other programs, following each funder's specific application procedure and requirements.
- Maintain grant calendar, including prospects, upcoming deadlines and anticipated responses.
- Coordinate with all departments to draft grant narratives and reports and to develop evaluation tools and summarize outcome data.
- Coordinate with the Finance department to gather budgets for grant proposals and reports.
- Draft thank you letters and manage other ongoing correspondence with institutional funders.
- Draft all interim and final reports associated with grant awards.
- Initiate contact and follow up with funding prospects, as appropriate
- Maintain current records in database and in paper files, including grant tracking and reporting.
- Work with Associate Director of Development to conduct ongoing prospect research to identify new potential funders, and update giving priorities and deadlines.
- In collaboration with the Development Director, initiate contact and follow up with funding prospects, as appropriate.
- Attend meetings and provide updates related to grant proposals and prospects.

Sponsorships:

- Along with Associate Director of Development create sponsorship decks, solicitation letters and other materials for each season in print and online.
- Maintain sponsorship solicitation and benefit redemption timeline with upcoming deadlines and anticipated responses.

- Work closely with the marketing department to track sponsor contracts and all departments to ensure that sponsors receive recognition, tickets, discounts, and private event benefits.
- Draft thank you letters and manage other correspondence to sponsors.
- Maintain records in database and in paper files, including sponsorship tracking and reporting.

Overall Support for Development Department:

- Process all contributed income in the database and process paperwork related to donations, including employer matching gifts.
- Process all acknowledgement letters for contributed income.
- Maintain donor recognition lists and update as needed
- Work with Development Director to manage Development budget and track ongoing expenses.
- Assist Special Events Manager with event activities, particularly the benefits and cultivation events, as needed.
- Assist with other Development Department projects as requested.

Qualifications

- At least 2 years' experience working in development at a non-profit organization, arts organizations are preferred, but not required
- Enthusiastic attitude, personable, ethical, good sense of humor, and passion for theater and the arts.
- Exceptional writer who can craft clear and persuasive proposals for support.
- Comfortable interacting with program officers, donors, and board members either in-person or on the phone.
- Superb attention to detail, quick problem solver, and multi-tasker.
- Ability to thrive in a fast-paced environment and prioritize while working under multiple deadlines
- Excellent computer skills: Microsoft Office, Word, Excel, and Powerpoint
- Availability to work on selected weekday and weekend evenings required.

Compensation: Salary is commensurate with experience. Benefits package includes medical and vision insurance, flexible spending accounts, paid vacation, personal time and a 403 (b) retirement plan.

To Apply: Candidates should submit a cover letter (include where you saw this job posting), a detailed resume, a list of 3 references, and a writing sample to Denyse Reed, Director of Development at dreed@trtc.org. No phone calls please.

Subject line should read: Institutional Giving Manager

Application Deadline: April 24, 2019

Position start date: May 6, 2019