

Actors Theatre of Louisville
DIRECTOR OF FOUNDATION RELATIONS
Posted August 2019

Position: Director of Foundation Relations
Reports To: Director of Development (Fundraising)
Department: Development (Fundraising)
FLSA: Exempt

About Actors Theatre of Louisville:

Actors Theatre of Louisville, the State Theatre of Kentucky and home of the Humana Festival of New American Plays, invites qualified and passionate for the position of Director of Foundation Relations.

Actors Theatre seeks to create a truly brave space where diverse identities, ideas, cultures, and opinions are cultivated. Our core values are Equity, Diversity and Inclusion, Brave Curiosity, Listening and Sharing and Adaptability. Because of its conviction that the diversity of a community is its defining strength, Actors Theatre is committed to Equity, Diversity, and Inclusion in all areas of its work, including its community engagement efforts, productions, casting, education programs, recruitment of staff, students, apprentices, and volunteers, and the composition of the Board of Directors. We strongly encourage applications from women, persons of color, LGBTQ individuals, and others who demonstrate a commitment to equity and social justice.

Actors Theatre's mission is to unlock human potential, build community and enrich quality of life by engaging people in theater that reflects the wonder and complexity of our time. Actors' vision is to be a leading arts organization locally and nationally, serving as a catalyst for creativity, innovation, inspiration and education in our community and field.

Summary of Position:

The Director of Foundation Relations is responsible for implementing and executing strategies to identify, cultivate and solicit foundations for financial support.

The Essential Functions include, but are not limited to, the following:

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- Develop and implement a comprehensive foundation fundraising program which will generate gifts from private sector foundations, family foundations and institutions.

- Proactively identify, cultivate, solicit and build relationships with foundation and corporate prospects and donors in support of the mission and strategic plan of Actors Theatre of Louisville.
- Identify potential grant opportunities.
- Conduct research and analysis on potential donors for solicitation. Initiate and develop communication with prospective funding sources.
- Maintain an intense focus and high level of personal activity including writing letters of inquiry and submission of grant proposals.
- Send acknowledgement of gifts, reports and related correspondence for grants.
- Work in conjunction with other departments to develop proposals.
- Track progress of submitted proposals.
- Prepare stewardship reports on all grant activities to donors.
- Develop and maintain in-depth knowledge of the Theatre's mission, programs, activities, resources, etc. as well as fundraising needs; articulate needs to foundation funding sources persuasively.
- Regularly produce reports on activities and progress toward achieving goals.
- Develop and execute strategies for ongoing cultivation of influential players in the foundation grant making community.
- Assist in the development and execution of a long-term growth plan for foundation funding.
- Work with Board members and other key volunteers to identify and develop relationships with foundations.
- Perform other duties as assigned.

Knowledge/Skills/Abilities:

- Outstanding communication skills, both written and verbal.
- Strong strategic skills, organizational skills and attention to detail with an ability to operate at the conceptual level as well as the implementation phase.
- Demonstrated knowledge/understanding of successful grant writing and institutional relationship development.
- Excellent persuasive writing, editing, and proofreading skills, as well as the ability to adapt writing style to multiple audiences.
- Creative thinking with ability to adapt quickly, develop innovative solutions and strategies.
- Experience with databases, data analysis and data-driven strategic planning and benchmarking.
- Experience stewarding gifts from corporate, foundations and government entities.
- Strong customer service approach with the goal to work successfully with various audiences, including foundation officers, government officials, board members, internal staff and key volunteers.

- Ability to work and effectively communicate with a wide range of internal and external constituents including internal staff, board members, program officers and community partners.
- Ability to understand the project requirements, the organization, departments and their functions.
- Energetic team player who works well in collaborative environment.
- Self-motivated, proactive, ability to work effectively and independently.
- Ability to handle highly confidential matters with discretion.
- Ability to work with grace under pressure of multiple priorities.

Minimum Qualifications:

- Bachelor's degree (or equivalent work experience).
- Minimum of three (3) years of foundation relations experience, including prospecting, cultivation, proposal writing, budget experience and stewardship.
- Experience meeting with senior level foundation staff to create presentations and solicitations.
- Work flexible schedule, including some evenings, weekends and travel as needed.
- Proficiency in Word, Excel, and Outlook; experience with fundraising database software, preferably Tessitura.
- An appreciation for professional live theatre.
- Creative and engaging personality who enjoys working with a team in a fast-paced environment.
- A genuine interest in and knowledge of the Theatre with a commitment to the organization's Equity, Diversity and Inclusion work.

Preferred Qualifications:

- Six years (6) years of foundation relations experience, including prospecting, cultivation, proposal writing, budget experience and stewardship.
- Experience with Tessitura fundraising software.
- Experience in an arts/theatre organization is a plus.

Compensation:

Compensation starts at \$55,000 per year, commensurate with experience. The range of benefits includes medical and dental insurance, long-term and short-term disability insurance, paid time off and a 403(b) retirement plan.

To Apply:

Applicants interested in applying for this position must email cover letter, resume, salary requirements and three (3) professional references to:

Lori Kay Scott, Director of Development
lscott@actorstheatre.org

cc: Marie Tull, Human Resources Manager
mtull@actorstheatre.org

No phone calls please.

Actors Theatre is an Equal Opportunity Employer. All qualified candidates will receive consideration for employment without regard to race, class, religion, country of origin, political belief, (dis)ability, age, gender identity, sexual orientation, protected veteran status, or any factor protected by law. Members of underrepresented groups are encouraged to apply.