

POSITION TITLE:	Director of Foundation, Government and Corporate Relations
REPORTS TO:	Chief Advancement Officer
WORK SCHEDULE:	Full time/40 hours a week – Monday to Friday; some evenings and weekends required. 4 days required on-site.
WORK LOCATION:	Los Angeles
STATUS: (Exempt/Non-Exempt):	Exempt
COMPENSATION:	\$2,307.70-\$2,500.00/week, equivalent to \$120,000.40-\$130,000.00 annualized
BENEFITS STATUS:	Eligible
DEPARTMENT:	Institutional Advancement

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## **ABOUT THE COMPANY**

At Center Theatre Group, we believe theatre creates an extraordinary connection between artists and audiences. As one of the nation's most influential non-profit theatre companies, we provide the broadest range of theatrical entertainment in the country at the Ahmanson Theatre, the Mark Taper Forum and the Kirk Douglas Theatre. Whether it's producing new work through our robust artistic development programs or engaging people of all ages and backgrounds across Los Angeles through our community and education programs, we put theatre at the center of it all.

Center Theatre Group commits to creating a safe space where access, belonging and a positive workplace culture are rooted in all levels and aspects of our work. We aim to attract, nurture and retain staff in a supportive home where we can be our best selves. We celebrate our commonalities and embrace our differences in order to ensure that everyone has access to our work onstage, behind the scenes and in the community.

## **POSITION SUMMARY**

Center Theatre Group seeks a Director of Foundation, Government and Corporate Relations to serve as a leader on the company's Institutional Advancement team. Reporting to the Chief Advancement Officer, this position will be responsible for creating the strategy and managing and executing day-to-day tactics to maximize support from private foundations, government agencies and the corporate sector, including 1) overseeing all foundation, government and corporate funding opportunities, 2) managing a personal portfolio of top institutional donors and prospects, and 3) supervising a Corporate Relations Manager and an Institutional Grants Manager.

## **PRIMARY RESPONSIBILITIES**

1. Directs strategy to identify, cultivate, solicit, and steward institutional (Foundation, Government and Corporate) funders to meet and/or exceed annual fundraising goals of over \$2M in support of the annual fund and a special campaign.
2. Oversees all grant and fundraising activity for existing and prospective institutional funders, ensuring the accurate and timely submission of all letters of inquiry, proposals, and reports.
3. Collaborates with colleagues in the Executive Office to develop and manage a strategy for strengthening relationships with elected officials and government agencies, including staffing CTG's Civic Task Force.
4. Manages a personal portfolio of top current and prospective institutional funders.
5. Supervises a Corporate Relations Officer and provides direction on corporate giving strategy, including Corporate Circle, corporate sponsorships and deepening support from the corporate sector.
6. Supervises and mentors a Grants Manager to achieve success in calendar management, writing grants, proofreading, editing, data collection, and administrative tasks.
7. Works with the Advancement Operations team to oversee institutional income and expense budgets, as well as giving plans in Tessitura.
8. With the Director of Development, helps to lead the Education & Community Partnerships board committee, which is focused on securing philanthropic funding for E&CP programs.
9. Collaborates and works closely with the CTG leadership and executive teams including Managing Director and CEO, Artistic Director, board members, senior management, Education & Community Partnership board committee and other program staff to think strategically about identifying funding opportunities for advancing major institutional projects.
10. Demonstrates an ongoing commitment to access, belonging and a positive workplace culture.
11. Attends and works special events throughout the season including opening nights, special performances, and other donor events.
12. Other duties or projects as assigned.

CTG provides a dynamic working environment in which duties and responsibilities may change. Employees are expected to be flexible and responsive to changes in the scope of their duties.

## **QUALIFICATIONS**

A minimum of 10 years' institutional giving and management experience with proven fundraising success at cultural organizations with annual budgets over \$10 million is required. Fundraising for performing arts a plus. Must be proficient in Microsoft Office applications and database systems such as Tessitura. Seasoned strategic thinker, adept manager, attention to detail, outstanding writing and proofreading skills, and an ability to prepare budget information for proposals and reports are essential. The ideal candidate will be an excellent communicator, personable, and have an interest in theatre.

## **MINIMUM REQUIREMENTS**

- Ability to sit, type and work at a computer for extended periods of time.
- Ability to lift, carry 10 pounds
- Willingness and ability to work 40 hours per week. Flexibility to work more hours as needed.

All employees are required to pass a background check.

**CTG cares deeply about employee health and safety. We strongly recommend that all employees remain current with COVID-19 vaccines and boosters.**

## **COMPENSATION**

CTG offers a comprehensive compensation and benefits package including retirement plan options, escalating paid vacation, sick, personal days and holidays, and health benefits including medical, dental, vision, life and long-term disability insurance, flexible spending accounts and employee assistance program.

Center Theatre Group is an equal opportunity employer and does not discriminate against any applicant on the basis of race, religion, sex, sexual orientation, gender identity, marital status, color, ancestry, disability, age, national origin, pregnancy, veteran/military status, genetic information or any other basis prohibited by law. CTG will consider for employment qualified applicants with criminal histories in a manner consistent with the requirements of the Los Angeles Fair Chance Initiative for Hiring Ordinance.