

JOB POSTING

Institutional Giving Manager

Lower Manhattan Cultural Council New York, NY

Lower Manhattan Cultural Council (LMCC) is a dynamic 45-year old non-profit organization that empowers artists with networks, resources, and support, to create vibrant sustainable communities within Lower Manhattan and beyond. LMCC seeks a permanent full-time Institutional Giving Manager to join immediately. Reporting to the Director of Development, this person will have primary responsibility for foundation, government, and corporate funding, as well as prospect research.

Responsibilities Include:

- Manages and maintains grants calendar for corporate, foundation, and government support
- Researches, writes, edits, and ensures the timely submission of inquiry letters, proposals, and other requests for funding, sponsorship, and in-kind support
- Manages reporting process; writes and submits reports to funders, including:
 - Maintains and gathers data about LMCC's activities to report on key metrics from colleagues across the organization
 - Manages the creation of summary reports on programs and activities at their completion for use externally by Institutional Advancement
- Creates and updates institutional prospect and funder records in Salesforce
- Manages strategic relationships with various governmental agencies and individuals
- Works closely with Director of Development to manage the cultivation and stewardship of institutional donors, and in communicating with funders and prospects about programs and events
- Prepares Executive Directors, Director of Development and other key staff for funder meetings, including preparation of research briefs and strategy documents
- Identifies key metrics needed for inclusion in funding applications, pitches, and reports
- Conducts and oversees regular prospect research
- Other duties as assigned.

Qualifications: Strong candidates for this position will have:

- Bachelor's Degree required, Master's Degree preferred.
- 2 - 4 years of fundraising, grant writing experience in the field, arts/cultural institution preferred.
- Strong writing, editing, and proofreading skills.
- Excellent organizational and verbal skills, and facility with budgets. Ability to compile, report and analyze information succinctly. Demonstrated ability to work independently, prioritizing work and managing multiple, diverse, and competing priorities while meeting deadlines.
- Ability to interface with program officers, community leaders, politicians, and business professionals. Knowledge of NYC funding community and an ability to speak publicly.
- Proficiency using Mac OS, Microsoft Office, especially with Excel. Experience with Salesforce (preferred), iWave or database equivalent.

This is an ideal position for an individual with a passion for the arts and culture. The candidate must be an enthusiastic, organized, proactive, and reliable team player. The candidate must have a desire to be a supporting member of a small fundraising team as we work toward an exciting year for LMCC. Candidate must be an exceptional writer, quick learner, creative thinker, and team player; detail-oriented and deadline sensitive.

To Apply: Please e-mail your resume and a thoughtful cover letter, stating how you heard about the position and your qualifications, along with two writing samples to Rebecca Cardwell, Director of Development at jobs[at]lmcc.net. Please title the email "Institutional Giving Manager: YOUR NAME." No phone calls please. Only those we wish to interview will be contacted. Salary commensurate with experience. Includes an attractive benefits package.

Lower Manhattan Cultural Council is an equal opportunity employer dedicated to building a culturally diverse and equitable environment, and strongly encourages applications from people of color and women. To learn more about LMCC, visit www.LMCC.net.