

AMERICAN FILM INSTITUTE

JOB DESCRIPTION

POSITION: Manager, Institutional Giving
DEPARTMENT: Advancement
LOCATION: Los Angeles, CA
COVID-19 PROTOCOL: AFI requires full vaccination against COVID-19 for all employees, subject to limited, legally required exceptions. Proof of vaccination, or documentation supporting an exception to this policy, will be required prior to employment

PRINCIPAL RESPONSIBILITIES:

The Manager, Institutional Giving is responsible for maximizing institutional giving and contributing to the overall fundraising goals and philanthropy.

Responsibilities include identifying, cultivating, soliciting, and stewarding foundation and corporate donors and prospects, managing a donor portfolio; conducting donor visits; prospect tracking; proposal writing, and donor stewardship.

PRINCIPAL DUTIES:

Portfolio Management:

- Manage and grow a portfolio of institutional prospects and donors with the capacity to make grants at \$25,000 or more and/or support multiple programmatic areas.
- Create gift opportunities with internal partners to meet organizational priorities and pursue funding in support of these goals.
- Develop, write, and carry out prospect engagement strategies by identifying, qualifying, and cultivating prospects; determining amount and timing of requests; writing and overseeing the writing of proposals; soliciting prospects in face-to-face meetings; providing verbal and written communication necessary to secure the gift, and delivering appropriate stewardship and reporting of gifts made.
- Conduct donor visits regularly and often with a goal of 45 meaningful visits per year, including qualification visits and making direct solicitations and closing gifts. Strategically partner AFI leadership and staff on such visits and prepare with pre-meeting planning and post-meeting debriefing and follow up.
- Plan and monitor timeline of activities for each donor or prospect including proposal due dates, reporting dates, cultivation, and stewardship activities.
- Manage simultaneous proposals and strategies while meeting required deadlines. Determine an effective sequence of work.
- Coordinate with finance director, program directors, and philanthropy directors to develop proposal budgets and monitor accountability for grant contracts.
- Work with philanthropy counterparts in coordinated, TPL-wide activities, such as joint grant requests and stewardship, and participating in functional team meetings.

Prospect and Portfolio Development:

- Identify foundation and corporate prospects. Write letters of inquiry, corporate pitches, concept papers, and research briefings.
- Perform other duties as assigned.

EXPERIENCE/SKILLS REQUIRED:

- Bachelor's degree, advanced degree preferred, or an equivalent combination of education and experience.
- Minimum three to five (5) years of direct fundraising experience working with gifts of \$10,000 and more. Experience working in higher education, nonprofit or cultural organization preferred.
- Genuine passion for American film, television and digital media and an ability to articulate its importance and relevance orally, in writing and through social media.
- Working knowledge of relational database platforms.
- Strong knowledge of higher education fundraising principles and gift accounting.
- Ability to maintain professional standards, ethics and best practices of individual giving and nonprofit management.
- Knowledge of planned giving tools and strategies.
- Exceptionally detail-oriented with the proven ability to handle numerous projects with appropriate follow-up and reporting activities while not losing sight of the big picture.
- Proven project management skills with the ability to take a project from conception through completion with minimal supervision.
- Success in the cultivation, solicitation, and stewardship of high-net-worth donors.
- Strong, time management, organizational and multi-tasking skills, coupled with the ability to work independently.
- Excellent oral and written persuasive communication, including grammatical and proofreading abilities and presentation skills.
- Experience and comfort with technology including fundraising Client Relationship Management system (Tessitura experience preferred), Microsoft Office Suite, Google
- Office Suite, wealth screening tools, and other technology as needed
- Strong analytical and problem-solving skills and the ability to adapt to a diverse set of issues.
- Professional, collegial, and cooperative attitude with internal and external contacts.
- Always demonstrate commitment and flexibility to ensure high quality service.
- Personal integrity and the ability to inspire confidence and trust.
- Passion for and dedication to the mission of AFL.
- Must be available to travel and available for occasional evening and weekend hours supporting development department and special event functions.

SUPERVISION:

The Manager, Institutional Giving performs all duties and responsibilities under the guidance and supervision of the Chief Advancement Officer.