



# LYRIC THEATRE OF OKLAHOMA

**JOB TITLE:** Manager of Corporate and Foundations Giving

**DEPARTMENT:** Development

**REPORTS TO:** Director of Development

**CLASSIFICATION:** FLSA: Salaried, Exempt

Lyric Theatre of Oklahoma, Oklahoma's leading professional theatre, is seeking a **Manager of Corporate and Foundations Giving** to join our highly successful fundraising team. This position is a vital member of the Development staff working closely with the Director of Development. This position is responsible for the management and administration of government, foundation, and corporate philanthropic grants and reporting. The ideal individual expertly performs as a liaison to Lyric's higher level giving sources, overseeing their funding deadlines, application process and donor benefits. The person in this position will manage their time, resources, and workload to maximize productivity and financial results, exercise discretion, assess and engage in complex internal and external relationships, and regularly take on initiatives to advance campaign goals and objectives. The ability to write creative and persuasive grant copy that accurately reflects the organization's mission is an essential job requirement.

Founded in 1963, Lyric Theatre of Oklahoma is a 501c3 non-profit organization producing classic to contemporary musicals and plays created by artists from Oklahoma and around the nation. Shows are presented at two Oklahoma City venues – the intimate, 281-seat Plaza Theatre and the grand, 2,477-seat Civic Center Music Hall.

## **PRIMARY RESPONSIBILITIES**

- Work with the Director of Development to develop, plan, and execute annual and long-term goals and strategies to support Lyric Theatre's fundraising campaigns
- Manage the solicitation of foundation, corporate grants and funding for general operating support
- Plan and execute an annual strategy for the renewal of previous gifts, and work with key staff on stewardship of major contributors in regard to acknowledgement, signage, and benefits
- In coordination with key staff, be responsible for full life cycle grant execution across all institutional programs. This includes researching, writing, editing, and submitting Letters of Intent (LOIs), proposals, budgets, and reports
- Collaborate with staff to ensure that proposals align with the organization's mission
- Track all funding in the theatre's project management software (Asana), and CRM database (PatronManager)
- Ensure that all reports, renewal requests, and other tasks are completed and submitted in a timely and professional manner
- Research, prospect, and assist in the cultivation of new funders for all program areas, prepare prospect briefing documents and track prospect activity

- Collaborate with Development and Marketing teams to cultivate new donors and enhance relationships with existing donors, including identification of prospects, hosting tours and donor parties, and creating opportunities for donor recognition
- Be prepared to represent Lyric Theatre in person at meetings related to potential or awarded gifts and grants
- Coordinate silent and live auctions with the Special Events Committee of the Board
- Prepare and submit proposals, LOIs and reports to all private funder's per grants calendar and at the request of staff
- Respond to private funder's questions and requests
- Monitor deadlines and create accurate reporting dashboards
- In coordination with the development and marketing teams, manage corporate and private sponsorship funding stewardship

**Required Knowledge, Skills, and Abilities:**

- Solid understanding of corporate, foundation and governmental giving practices and trends
- Professional, cordial demeanor, tact, discretion, and diplomacy are imperative as this position is regularly in contact with people at all levels of society and business including Lyric Theatre leadership, high level volunteers, major donors and prospects
- Professional business attire is essential
- Exceptional writing and communication skills required. Excellent written English usage, grammar, and punctuation. Persuasive, creative, clear, and concise writing is necessary
- Proven ability to deftly manage a variety of relationships and personality types; both internally among staff members and externally among constituents
- Must take ownership of responsibilities with staff and volunteers, provide leadership when appropriate, and take joy in the work
- Working knowledge of the performing arts is preferred
- Must be able to meet deadlines in a fast-paced, multifaceted environment
- Proven organizational and sound decision-making skills with attention to detail
- Proven ability to solve problems creatively
- Excellent follow-through and attention to detail, with the ability to track and maintain multiple critical priorities
- Self-motivated person who takes initiative to begin and complete projects on their own, but also appreciates a highly collaborative work style
- Friendly and flexible team player attitude with a willingness to pitch in on projects and tasks
- Must embrace the mission and artistic vision of Lyric Theatre of Oklahoma
- Must have a working knowledge of Microsoft Office and/or G Suite
- General knowledge of PatronManager or similar donor database/CRM software such as Tessitura, Paciolan, etc. is preferred

**Minimum Required Experience:**

- At least 3 years of work experience in development, donor relations, or related field
- 3 – 5 years of proven grant writing experience (samples required)
- Experience working for a professional arts organization preferred
- Experience working with Board of Directors committees is preferred

**The Ideal Candidate Will Also:**

- Have a genuine interest in live theatre and/or the performing arts
- Be a creative, energetic, and collaborative team player
- Have a desire to be part of the Oklahoma City community

**Key Relationships:**

- Director of Development
- Producing Artistic Director
- Managing Director
- Individual Giving Coordinator
- Business Manager
- Board Development Committee

**Minimum Required Education:**

Bachelor's degree in nonprofit management, arts management, communications, or related field.

**Work Schedule, Compensation, and Application Procedure**

**Work Schedule:**

This position is full time, exempt position and requires some off-peak hours for evening or weekend meetings/events. Must be able and willing to travel to represent Lyric at in-state and out-of-state conferences and other professional development opportunities.

**Physical Requirements:**

- Primarily works in a normal office environment where there are little or no physical discomforts
- Light lifting, up to 25lbs, and outdoor work is occasionally required

**Compensation:**

Salary and title are commensurate with experience and competitive with other 501c3 organizations of comparable stature and size in Oklahoma. Package includes paid medical and dental insurance, paid vacation, sick leave, long-term disability insurance, complimentary tickets to Lyric productions, and paid personal time and major holidays off.

**Application Procedure:**

To apply, please submit the following electronically to: [kerrie@lyrictheatreokc.org](mailto:kerrie@lyrictheatreokc.org) or mail to: Kerrie Brinkman-White, Director of Development, Lyric Theatre of Oklahoma, 1727 NW 16th, Oklahoma City, OK 73106. Include the following:

- Cover letter
- Résumé
- 2-3 grant writing samples
- Salary requirements
- Contact info with four professional references including name, title, email, phone, and relationship. We will not contact references without your knowledge.

**Application Deadline is February 24, 2020**

Lyric Theatre is an equal opportunity employer. All applicants will be considered for employment without attention to race, color, religion, sex, sexual orientation, gender identity, national origin, veteran, or disability status.