

## **AMERICAN ACADEMY IN ROME JOB DESCRIPTION**

**Title:** Institutional Giving Manager

**Date:** October 2017

**Department:** Development

**FLSA:** Exempt

The American Academy in Rome is the oldest overseas center for research and study in the arts and humanities. Each year, the Academy awards the Rome Prize to a select group of artists and scholars who are invited to live and work in a dynamic international community in the heart of Rome. To support the work of these Fellows, the Academy also hosts programming in Rome, New York, and around the United States.

The American Academy in Rome seeks a motivated team player to lead the organization's institutional giving efforts in New York. The **Institutional Giving Manager** is a dynamic self-starter with a proven track record of identifying, securing, and stewarding foundation, corporate and government gifts. Reporting to the Vice President of Development, the Manager will work closely with program staff in New York and Rome and with the President to develop proposals for institutional and corporate donors and to cultivate and maintain institutional donor relationships. The Manager will play an important role in developing and crafting language and budgets for a breadth of funding opportunities.

Successful candidates will have a minimum of 5+ years of fundraising experience, including a proven track record of grants management. Candidates must have superior writing and analytical skills, an ability to establish and manage deadlines, work both independently and collaboratively, and have a knowledge and appreciation of the arts and/or humanities.

In a moment of growth for the institution, the Manager will also be tasked with growing a program of corporate sponsorship. This will entail researching and approaching companies, and working with the VP of Development, President, and Trustees to develop relationships with and funding packages for diverse corporations.

### **Core Duties and Responsibilities:**

- Responsible for researching, writing, submitting, and managing grant proposals and reports to government, corporate, and foundation sources.
- Responsible for submitting approximately 25 grant applications and 30 major reports annually.
- Initiate and carry out prospect research to evaluate prospects for corporate and foundation grants.
- Comply with all grant-reporting requirements.
- Work with the Finance Department on budgets and other matters as appropriate.
- Acquire an understanding of AAR history and programs.

- Maintain current records in the database, including grant tracking and reporting, correspondence with donors, and organizing/uploading related documents as necessary.
- Assist with other daily tasks and special projects as requested by the VP of Development.

**Knowledge and Skills:**

- Superior written and verbal communication skills; the ability to write clear, structured, articulate, and persuasive proposals. Excellent strategic thinking skills.
- Strong editing skills.
- Proven experience with proposal writing and grants management required.
- Experience writing, submitting, and reporting on government grants required.
- Understanding of endowments required.
- Must be able to set priorities and move multiple projects in a fast-paced, deadline-driven environment, identify and communicate potential needs or problems, and be flexible when priorities are unexpectedly shifted.
- Meticulous attention to detail a must.
- Proven ability to meet deadlines.
- Knowledge and familiarity with research techniques for fundraising prospect research.
- The ability to be a strong contributor in team environments.

**Qualifications:**

- MA in a related field required.
- Five or more years of experience with foundation and government fundraising.
- Experience with Raiser's Edge is desirable.
- Knowledge of Italian is helpful.

American Academy in Rome is an EEO/AA/M/F/VET/DISABILITY Employer