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**Title:** Institutional Giving Manager

**Reports To:** Deputy Director

**Salary:** \$80,000 - \$86,000 with a generous benefits package including unlimited PTO

**Customary Work Hours:** 10:00 AM - 6:00 PM

**Customary Work Days:** Monday – Friday, with periodic weekends/evenings for meetings and events, at least two days required to be in the office, including mandatory full staff meetings

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## **POSITION OVERVIEW**

Destiny Arts Center is seeking an Institutional Giving Manager to join a collegial community of talented professionals dedicated to the power of the arts to transform the lives of young people, families, and communities.

Destiny is a creative youth development organization with over 36 years of experience serving youth and families in Oakland. Founded in response to the effects of violence in the lives of Oakland youth, our programs use movement, storytelling, and collaborative art-making for young people's self-discovery, healthy self-expression, and positive connections to peers, adults, and their community. Annually, Destiny serves over 5,100 youth ages 3-24 via free and pay-what-you-can movement arts classes in school, after school, and during the summer. Each program offering is punctuated by community events, including our annual Love In Action recital and Moving for Peace block party. Destiny staff and teaching artists reflect the cultural identities and lived experiences of our young people, which allows us to design and facilitate programs that foster life skills that promote confidence in character in young people. At Destiny, we are people-first, fostering nurturing connections among Destiny youth and families; Destiny helps our community develop resilience, cope with adversity, and lead purposeful, connected lives.

The Institutional Giving Manager will play a critical role in meeting Destiny Arts Center's revenue needs through institutional fundraising by working collaboratively and strategically to develop compelling proposals and funding relationships. The ideal candidate will be an active listener and engaging storyteller, a quick learner, and problem solver with extreme attention to detail, has demonstrated experience working with philanthropic partners, a proven track record of successful grant writing, and a social justice mindset. The work is fast-paced with frequent deadlines and requires working closely with a wide range of staff and independently. This is a great opportunity for someone whose strongest tools are their written words and who is passionate about using this skill to mobilize resources.

Destiny's programs and budget have grown significantly within the last five years, with current projections of a \$3.6M annual budget. Much of the recent growth has come through government funding to help expand our wraparound support services and recognize the role of our work in mental wellness and public health. The current income distribution projection is 25% government funding, 50% all other contributed income (foundation, corporate, individual, special events, and campaigns), and 25% earned income.

The ideal candidate is a proven strategic thinker with excellent writing, relationship management, organizational skills, and a commitment to racial justice and equity. Destiny Arts Center is looking to grow our grant portfolio towards supporting our work in the mental health and community wellness space and exploring growth in workforce development and violence prevention. Familiarity with social service funders is a plus.

## **DUTIES AND RESPONSIBILITIES**

- Develop, write, and project manage letters of inquiry, grant proposals, grant reports, and associated documents, ensuring that all parts of each proposal meet the funder requirements and that the proposal accurately represents Destiny's qualifications, expertise, and program design.
- Manage grant contract compliance, including crediting, deliverables, and reporting.
- Maintain knowledge and understanding of programs in order to represent the programs to potential funders authentically.

- Collaborate with colleagues to identify fundable projects for new and increased support that align with organizational strategies and priorities.
- Ensure institutional donors are apprised of activities and invited to cultivation and stewardship opportunities.
- Manage the proposal pipeline and funder reporting calendar.
- Help cultivate, steward, and strengthen relationships with philanthropic partners, following up on information requests, moving funding conversations forward, and supporting periodic one-on-one check-ins.
- Research and pursue new prospects for support, leveraging the organization's relationships and attending public meetings, and monitoring funding announcements.
- Manage grant writing consultants as needed for individual projects and as the budget allows. Provide consultants with the necessary information to develop proposals.
- Facilitate and help prepare internal teams for funder site visits and donor meetings.
- Support other fundraising projects, including the annual gala and organization-wide events (such as performances and trainings) as needed.

This position description does not promise or imply that the functions listed are the only duties to be performed or that the position may not change, or be eliminated.

#### **SKILLS AND EXPERIENCE**

- Superb written and verbal communication skills, excellent organizational skills, attention to detail, and ability to work independently and with others.
- Comfortable with deadline management and the ability to work effectively and calmly within timelines while maintaining multiple critical priorities.
- A commitment to the power of art as a vehicle for social change and youth empowerment.
- Excels at working collaboratively and strategically to develop compelling proposals and funding relationships.
- A careful listener who can build out reports and proposals from nascent ideas.
- Takes initiative and is enthusiastic and willing to pitch in whenever needed.
- Strong understanding of the Oakland Bay Area funding climate, including regional and national philanthropic trends, government funding opportunities, and the unique challenges of securing support in a competitive nonprofit landscape.
- Integrity in discreetly handling sensitive information.
- Experience with the mechanics of government-funded programs and government-issued grant opportunities.
- Familiarity with Salesforce or other CRM databases for grant and contact management.
- At least 3 to 5 years of experience in grant writing, grants management, project management or other relevant work experience with a strong preference for candidates with experience in social service, youth-focused, community health, and/or arts organizations strongly preferred.

#### **APPLICATION PROCESS**

Interested applicants should submit a resume, cover letter, and three writing samples (preferably grant proposals or reports) by email to [careers@destinyarts.org](mailto:careers@destinyarts.org) (include "Institutional Giving Manager" in the subject line). Please note we will review applications on a rolling basis. The position will remain open until filled.

**EOE STATEMENT** Destiny Arts Center does not discriminate on the basis of race, color, religious creed, sex, gender, gender expression, gender identity, age, national origin, ancestry, disability, marital status, sexual orientation, military status, prior contact with the criminal legal system, or any other basis prohibited by law.