



Institutional Giving Officer

Union Arts Center, home of ACT Contemporary Theatre & Seattle Shakespeare Company, is excited to announce an opening for an Institutional Giving Officer. Union Arts Center (UAC) has successfully launched our inaugural season, which includes both contemporary and classical works. This is a momentous opportunity to join our merged organization within a collaborative and creative work environment. We strive to create an inclusive, welcoming, and meaningful work environment for all.

The annual salary for this full-time, exempt position is \$80,340. UAC provides comprehensive benefits, including access to medical insurance, dental, and vision insurance. Long term and life insurance premiums are fully covered by UAC. We offer 11 paid holidays, access to a 403b plan and \$6 downtown Seattle parking and free tickets to UAC productions. PTO begins at 20 days per year and employees accrue sick time per Seattle Paid Sick and Safe Time (PSST).

Please apply by email your resume and a cover letter outlining your interest in the position and your qualifications at work@unionartscenter.org. If accommodations may be needed for the application process, please contact work@unionartscenter.org.

Overview:

The Institutional Giving Officer is responsible for developing, managing, and growing a portfolio of foundation, corporate, and government funders. This role manages all aspects of institutional fundraising, from prospect research and cultivation to proposal development, reporting, and stewardship. They also coordinate the organization's efforts with elected officials, lobbying organizations, and other agencies, seeking opportunities to strengthen and build funding and community relationships. The Officer works closely with executive leadership and senior staff, program staff, and finance team to align funding opportunities with organizational priorities and ensure compelling, timely submissions. This is a collaborative, high-impact role ideal for a strong writer, strategic thinker, and relationship-builder who thrives in a creative environment.

Responsibilities

Institutional Partner Cultivation & Management

- Initiate and develop grant proposals and reports including building necessary budgets and other financial information to make compelling and persuasive cases for support
- Effectively collaborate with colleagues to identify projects and programs in need of support, and to develop a case for support
- Build strong relationships with program officers, corporate representatives, and government agency staff.
- Identify new prospects; create and implement a relationship-based cultivation plan for new and existing funders; Coordinate site visits, donor briefings, and impact updates.
- Pursue and build meaningful community connections to expand knowledge and opportunity for institutional funding opportunities
- Ensure consistent, thoughtful stewardship that strengthens long-term partnerships.

Institutional Fundraising Strategy & Management

- Build and manage a robust pipeline of foundation, corporate, and government prospects aligned with UAC's artistic and community programs.
- Develop annual institutional fundraising goals and strategies in partnership with the Director of Development.
- Maintain a calendar of deadlines for proposals, reports, renewals, and stewardship touchpoints.

Proposal Development & Grant Writing

- Lead the writing, editing, and submission of all grant proposals, LOIs, and reports.
- Collaborate with program and artistic staff to gather information, outcomes, budgets, and narratives that reflect UAC's mission and impact.
- Ensure all submissions are accurate, compelling, and tailored to funder priorities.

Corporate Partnerships

- Identify and cultivate corporate partners for sponsorships, employee engagement, matching gifts, and in-kind support.
- Develop customized partnership proposals and benefit packages that align with UAC's programming and brand.

Government Funding

- Manage applications for local, state, and federal funding opportunities.
- Track compliance requirements and ensure timely invoicing and reporting.

Data, Systems & Reporting

- Maintain accurate records of submissions, deadlines, funder communications, and grant outcomes.
- Work with finance to develop project budgets and track restricted funding.
- Provide regular updates on institutional giving progress and projections.

Experience & Qualifications:

- Five+ years relevant institutional funding experience in a non-profit, cultural setting
- Successful experience writing grants and developing proposals and reports for funding sources
- Excellent analytic, writing, editing, proofreading, and verbal communications skills
- Exceptional interpersonal skills with the ability to build meaningful relationships, encourage collaboration, and interact effectively with Board members, staff, prospects, donors, and artists
- Expertise in community relations with the ability to communicate and work effectively within a diverse community
- Skilled at working with Finance staff and program leaders to develop proposal budgets, final reports, and reconcile expenses
- Highly experienced and invested in researching and synthesizing information, and communicating information in a compelling and succinct format
- Proven skills in finding new opportunities through research, gathering data, analyzing information, and preparing effective, accurate, and timely proposals, grants, reports, and other documents as needed to support institutional giving objectives
- Demonstrated capacity to successfully manage multiple tasks and shifting priorities
- Intermediate or advanced knowledge of the Microsoft Office Suite, Slack, and online research tools
- Experience with CRM/donor management databases (knowledge of Tessitura a plus)
- Demonstrate the initiative to learn and enhance skills that promote anti-racism, cultural competency, and an understanding of oppression and its impact

- Maintain professional growth and development through seminars, workshops, and training to stay informed of the latest trends in philanthropy and development
- Participate in meetings and events related to Union Arts Center's fundraising efforts, including occasional weekend and evening hours

Applications will be accepted until the position is filled. Union Arts Center is an equal opportunity employer committed to diversity in all aspects of its programming and organization. Position to start immediately.

Equal Opportunity Employer

Union Arts Center is an equity opportunity employer and does not discriminate against employees or job applicants on the basis of race, color, religion, creed, sex, age, national origin, military and/or veteran status, disability, sexual orientation, gender identity or expression, neurodiversity, education, socio-economic status, cultural affiliation, language, marital or family status, genetic information, political ideology, actual or perceived status as a victim of domestic violence, sexual assault, or stalking or any other status or condition protected by the applicable federal, state, or local laws or other characteristics prohibited by law.

