

SPOLETO FESTIVAL USA

Institutional Writer

As an integral part of Spoleto Festival USA's advancement program, the institutional writer is responsible for corporate, foundation, and government support. The institutional writer reports to the Chief Advancement Officer and works with the Director of Marketing and Public Relations.

Duties and Responsibilities:

Development

- Writing proposals and grant applications to support all institutional gifts (corporate, foundation, and government)
- Coordinate budget requirements for grants with finance department
- Keeping track of and completing all reports and institutional-gift requirements
- Monitor and meet all deadlines
- With Chief Advancement Officer, maintain relationships with institutional funders
- Serve as liaison between development department and artistic administration
- Work with development staff on department-wide campaigns
- Generate copy for program-specific solicitation letters
- Edit content for overall communications, with strict observance of Spoleto's institutional voice
- When needed, create talking points or speech notes for leadership
- Create economic impact statements, documents, and other information to support fundraising efforts

Marketing/PR

- Manage the production of Spoleto's comprehensive program book—including timeline/deadlines, material collection, and editing/approvals
- When needed, assist in the creation of marketing language for various collateral, including emails, ticket brochure, and website

Skills and Abilities:

- In-depth knowledge of and interest in the performing arts
- Strong writing and editing skills essential
- Knowledge of The Chicago Manual of Style
- Outstanding organizational skills
- Has the ability to work effectively under pressure and meet deadlines
- Takes an energetic and creative approach to position
- Strong collaborator
- Familiarity and comfort with Microsoft Office suite (Word, Publisher, etc.)
- Ability to navigate multiple digital platforms used for grant applications
- Must be flexible and willing to participate in any Spoleto endeavor

To Apply:

Please submit cover letter and resume to developmentjobs@spoletousa.org.

Spoleto Festival USA is an equal opportunity employer and committed to diversity in hiring. Equity is central to our culture, mission, and who we are as an arts organization. Spoleto Festival USA does not discriminate in employment on the basis of race, color, religion, sex (including pregnancy and gender identity), national origin, political affiliation, sexual orientation, marital status, disability, genetic information, age, membership, parental status, military status, or any other non-merit factor.