

SPOLETO — FESTIVAL USA

Associate Director of Institutional Giving

Now in its 49th year, Spoleto Festival USA is internationally recognized as America's premier performing arts festival. For 17 days and nights each spring, Spoleto Festival USA fills Charleston's historic theaters, churches, and outdoor spaces with performances in opera; theater; dance; and chamber, symphonic, choral, and jazz music. Spoleto's mission is to present programs of the highest artistic caliber while maintaining a dedication to young artists, a commitment to all forms of the performing arts, a passion for contemporary innovation, and an enthusiasm for providing unique performance opportunities for established artists. Beyond its role as a launching pad for young talent, Spoleto also serves as a catalyst for cultural change and has aided in Charleston's flourishing as a top arts and culture destination. The 2025 Season will take place from May 23 through June 8. Spoleto Festival USA is a 501 (c)(3) charitable organization.

Job Description

Spoleto Festival USA is seeking an **Associate Director of Institutional Giving** to lead and grow its institutional giving program, which currently raises over \$2 million in annual, designated, and in-kind support. This critical role will oversee the development and implementation of a comprehensive institutional giving program (across corporate, foundation, and government support) that is aligned with Spoleto Festival's mission, strategic plan objectives, and considers institution-wide programs and initiatives in the context of local, regional, national, and international companies, foundations, and government agencies. Responsibilities include identifying and independently cultivating prospects, directly soliciting major sponsorships and grants, preparing and submitting timely proposals and reports, ensuring accurate and up-to-date donor and prospect records and tracking systems, and designing and implementing a robust stewardship plan for all institutional funders. Reporting directly to the Chief Advancement Officer (CAO), the Associate Director will enhance existing efforts while designing and implementing new strategies to grow the number of donors in collaboration with Festival leadership.

This position requires a strategic thinker with strong organizational skills and the capacity to translate multidimensional initiatives and programs into targeted grant requests, as well as independent initiative and the ability to work collaboratively within a team, with minimal administrative support. In addition to regularly meeting with donors, the role will have close and regular interaction with the General Director & CEO (CEO), senior management team, and Board members to meet the Festival's philanthropic goals.

The ideal candidate will bring at least 3-5 years of progressive fundraising experience with a proven track record in front-line fundraising in institutional giving. Supervisory or management experience of 2 or more years is preferred, as are exceptional organizational and communication skills (both verbal and written). A strong passion for Spoleto Festival USA's mission and programming is essential.

Position Type: Full-time, exempt, and benefit-eligible

Hours: A standard 40-hour work week; including work nights, holidays, weekends, and extended hours as required; on-call during Festival period

Anticipated Start Date: February/March 2025

Location: Charleston, SC (on-site)

Department: Development / Advancement

Reports to: Chief Advancement Officer (CAO)

Responsibilities

Overview – Growing the Institutional Giving Program

- Lead a comprehensive fundraising plan for institutional giving, managing a growing portfolio of 30+ corporate, foundation, and government contributors, with the goal of increasing the number of donors.
- Collaborate with the CAO and senior leadership to establish the institutional giving goals for the year.
- Oversee and manage the grant process for all institutional gifts, including proposal strategy, narrative composition, collection of supplemental materials cross-departmentally, financial materials, and completing interim and final reports, meeting all deadlines.
- Lead the creation of compelling decks and proposals, based on ongoing and new programs, to have at the ready for prospective and renewing funders, working collaboratively with members of all departments to compile and produce proposals, reports, and stewardship materials.
- Independently lead and maintain relationships with institutional funders and cultivate institutional prospects via in-person meetings, presentations, special events, written communications and reports, and fulfillment of benefits.
- Lead a cultivation and solicitation plan for new donors, proactively reaching out to prospects to secure meetings, make presentations, and solicit support, with the goal of growing and strategically expanding the portfolio.
- For corporate support, in addition to overseeing the corporate sponsorship program, launch the “partnership” program, a new initiative to attract a range of corporate supporters, especially local businesses.
- For government support, spearhead a cultivation and stewardship plan, working closely with the CEO, CAO, and board leadership to engage and meet with representatives and key officials year-round and during the Festival.

Restricted/Designated Support and Special Events

- Solicit targeted major gifts from institutional funders for specific programs, projects, and initiatives (e.g., Chamber Music, Opera, Dance, Education, and community engagement) that offer unique engagement and recognition opportunities.
- Manage regular cross-departmental prospecting meetings to gain insights into various initiatives, review prospective funders, and collaboratively develop compelling proposals and decks.
- Collaborate with the CAO and Special Events team in securing major corporate sponsors for high-profile events like the Opening Gala and Mary Ramsay Civic Award Luncheon, while fostering opportunities for further engagement.
- Contribute to the planning and execution of other special fundraising campaigns that require lead support from institutional funders.

Donor Stewardship – Events, Recognition, Communications

- Create and lead engaging donor communications via reports, outreach, and presentations, and organize events that facilitate year-round cultivation, stewardship, and recognition for institutional funders that reinforce Spoleto’s impact.
- Develop and implement strategies to celebrate institutional funders’ contributions and annual support through innovative recognition opportunities in both digital and print formats, and through events and other programs.
- Ensure timely and effective donor recognition across all digital and print materials, and serve as a point person for the Development team as it relates to recognizing institutional funders and designated support in the Festival’s ticket brochure, program book, website, venue signage, and other relevant materials.
- Work with existing donors to ensure donor engagement and entertainment opportunities during the Festival, including concierge ticket serve, invitations to events, tailored experiences, and direct stewardship to ensure an optimal Festival experience.
- Attend performances, fundraising, and other events to steward and cultivate institutional primary contacts and report on program activities.

Portfolio Management - Prospecting, Research, and CRM administration

- Utilize the CRM (Tessitura), prospect research tools (iWave and Instrumentl), and leads from Board and leadership to identify and research new donor prospects, ensuring accurate data entry into donor records, trackers, and grant management tools to guide strategic outreach and solicitations.

- Create and implement effective portfolio management practices to guide prospect cultivation and solicitation efforts.
- Organize, update, and maintain institutional donor records in Tessitura, digital files, and grant tracking systems.
- Manage outreach lists to ensure timely and accurate communications to institutional primary contacts.
- Develop expertise in Spoleto's CRM system (Tessitura), including pulling and analyzing data to guide development strategies.

Administrative and Other Responsibilities

- Independently produce fundraising plans, proposals, acknowledgments, and other materials to ensure timely and accurate receipt, recording, and recognition of institutional gifts.
- Support organization-wide and Development initiatives.
- Contribute to other duties as assigned, with a particular focus on expanding the institutional giving program and advancing the Development team goals.

Required Qualifications

- 3–5 years of direct-line fundraising experience, with a preferred focus on institutional giving, with a proven ability to ask for and successfully close 5- and 6-figure gifts.
- Demonstrated expertise in creating compelling donor proposals and sponsorship decks, verbal and written communications, and detailed reports.
- At least 2 years of management experience, including overseeing staff at various levels and managing multiple fundraising channels.
- A consistent record of increasing philanthropic support and building sustainable fundraising programs.
- Proven experience using a CRM system (Tessitura preferred), with the ability to independently pull and analyze data, and a commitment to integrating strong data practices at all stages.
- Skilled in prospect research using online tools and resources.
- Demonstrated success in managing and cultivating a personal prospect portfolio.
- Strong project management and organizational skills, with the ability to operate effectively in a fast-paced and dynamic environment while maintaining strategic focus.
- Excellent interpersonal skills with the ability to collaborate across teams and engage effectively with donors, volunteers, vendors, and other stakeholders.
- Exceptional writing and presentation abilities, paired with attention to financial and data accuracy.
- Experience in drafting solicitation and communication materials, such as appeal letters and collateral.
- Proficient in Microsoft Office Suite (Word, Outlook, Excel, and Teams) and adept with CRM technology.
- Deadline-driven and analytical, with a solid understanding of donor/customer databases.
- Flexibility and adaptability to shifting priorities, with a proactive mindset to assist in other areas of the organization when needed.

Desired Qualifications

- Experience working in a nonprofit organization.
- Background in the arts and culture sector.
- Prior involvement in major capital or fundraising campaigns.
- Familiarity with Tessitura or a comparable CRM system.

Additional Requirements

- Physical requirements include significant focus and visual concentration on screens, frequent communication in various forms, and the need for stooping, kneeling, bending, standing, squatting/crouching, pushing/pulling, ascending/descending (platforms and stairs), reaching above the shoulders, lifting of up to 25 lbs., moving/pulling/pushing up to 50 lbs. with assistance if necessary, working at a desk for long periods, and using computer equipment. Adaptations to accommodate individual needs are available in accordance with the ADA.
- Travel may be required to external events and locations locally and nationally for donor meetings and events.
- Ability to work in a constant state of alertness and in a safe manner.
- Must possess (or be able to immediately obtain upon hire) and maintain a valid driver's license.
- Must be able to pass and maintain a clear background check.
- Demonstrated commitment to fostering an equitable, accessible, and inclusive environment for Festival staff, artists, audiences, and communities.
- Flexibility with work schedule, including work nights, holidays, weekends, and extended hours as required; on-call during Festival period. Ability to work long days, nights, and weekends with a positive attitude.
- This position is based in Charleston, SC, with on-site presence required during the Festival period. Remote or hybrid work may be possible with prior approval from the supervisor.

Compensation

The salary range for this position is \$70,000-\$95,000 annually. The salary offered will be commensurate with the selected candidate's experience and qualifications.

Full-time Employee Benefits + Perks:

- Comprehensive Medical, Dental and Vision Insurance
- Health Savings Account and Health Reimbursement Arrangement
- Life and Disability Insurance
- 401(k) Retirement Plan with Employer Match
- Employee Assistance Program
- Generous Time Off: Paid Vacation Days + Paid Office Closures (11 Holidays + 23 Office Closures)
- Paid Sick Leave
- Free Onsite Parking
- Complimentary Festival Performance Admission for Staff and Guest

To apply: Please send a resume and cover letter to careers@spoletousa.org, with the subject line "Associate Director of Institutional Giving". Three (3) character references must be provided, including their email addresses. No phone calls, please.

Spoletto 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. Spoletto Festival USA does not discriminate in employment on the basis of an individual's race, color, sex, gender identity, gender expression, genetic information, hairstyles or hair texture, national origin, religion, age, sexual orientation, individuals with disabilities, pregnancy, parental status, marital status, military status, or any other status protected by federal, state or local law. Our greatest strength comes from our ability to come together as unique individuals — come as you are and bring the best version of yourself.

Uncertain if you fulfill every requirement in our job description? Don't let that deter you! If you think you have the potential to shine in this role, we wholeheartedly invite you to apply. At Spoletto Festival USA, we enthusiastically evaluate a wide spectrum of candidates, valuing their diverse workplace backgrounds and experiences. Whether you're entering the world of arts and culture administration, reentering the workforce after a break, contemplating a career shift, or pursuing advancement on your career journey, we're eager to consider you for exciting opportunities within our organization. Your application will be met with appreciation and thorough consideration.