



Manager of Institutional Giving

Organization Summary

The Unusual Suspects Theatre Company's (USTC) mission is to mentor, educate, and enrich youth in under-resourced communities through the creation of collaborative original theatre. Our mission powers our vision of a world where all youth are given the opportunities and support they need to succeed; and to be heard, valued and respected. We strive to be a bridge that helps youth make positive life choices.

Founded in the wake of the 1992 LA Uprising, USTC has grown from a small, volunteer-led youth intervention program into an award-winning leader in the fields of arts education, youth development, mentorship, and community building. After three decades of service within disinvested and underrepresented communities, the focus of our work remains to ensure the equitable enrichment and development of Los Angeles County youth. Our free theatre-arts programs go beyond the reach of typical arts education workshops to offer personalized mentorship and a safe space for self-expression, empowering those we work with to identify and leverage their innate talents and overcome inequitable circumstances.

USTC is currently pursuing transformative action steps aimed to center our communities in all aspects of our work and bring Diversity, Equity, Inclusion, and Access (DEIA) to the forefront of our operations and programs. For more information, visit: <https://theunusualsuspects.org/>

Job Summary

The Unusual Suspects has a well-established grants pipeline, a full calendar of submissions, and many long-term relationships with institutional funders. The Manager of Institutional Giving is a full-time position responsible for aiding the Advancement Department with grant writing, institutional giving support, and development duties in order to keep USTC submissions and fundraising on track. Reporting to the Director of Individual Giving (DIG) and working closely with the Advancement Department, the ideal candidate will compose grant proposals and reports, conduct on-going prospect research, and assist in data management and analysis, as well as administrative duties as assigned, to help generate funds from private/public institutions and individuals to support and sustain USTC programs and services. The Manager of Institutional Giving will have excellent attention to detail, strong writing skills, an unmistakable work ethic, and will be an integral part of the Advancement Department.

Duties and Responsibilities:

- Develop, write, package, and occasionally submit grant LOIs, applications, proposals, and reports
- Create and/or gather relevant grant collateral, assets, and attachments, such as photos, videos, success stories, testimonials, budgets, financial statements, and more
- Assist the Director of Institutional Giving (DIG) in the maintenance of an annual grants calendar;
- Conduct institutional prospect research to identify, qualify, and prioritize grant opportunities;
- Work with Advancement and Programs Teams to analyze survey data, statistics, demographic data and/or participant testimonials for use in grant proposals and reports

- Maintain/track funder acknowledgment in Little Green Light (LGL) database and regularly review USTC material for accurate funder recognition
- Compose funder acknowledgement letters and other relevant correspondence
- Help upkeep donor database (LGL) with relevant funder information and deadline tracking
- Help maintain Trello (online project collaboration tool) with key deadlines and grants meetings
- Support DIG as necessary to update grant related findings to ensure that community/participant statistics and studies are current and new USTC program data and initiatives are accurately reflected in narratives
- Perform other tasks and administrative support to the Advancement Department as assigned

Desirable Skills & Qualifications:

- A Bachelor degree (BA, BS, etc.) in related field is preferred
- Exceptionally strong writing and editing skills, with at least 3-5 years of experience in grant writing and a demonstrated, proven track record of securing new funding opportunities
- Proficient computer skills, especially using Microsoft Office and Google Suite
- Comprehensive knowledge of funder/development research, and the ability to distinguish and identify relevant opportunities
- Ability to organize and synthesize large amounts of data
- Skilled in analyzing and presenting data in compelling and informative ways
- Ability to work independently, be flexible, and manage multiple projects, priorities, and deadlines
- Works well in a team-oriented environment with minimal supervision while maintaining harmonious relationships
- Desire to learn about development and the inner-workings of a nonprofit organization
- Detail-oriented with excellent communication, organizational, and interpersonal skills
- Works well with people in various communities, institutions, and government organizations
- Familiarity with funders that support youth development, social justice, and/or arts education is a plus
- Cultural competency to work with individuals from diverse backgrounds

Personal Qualifications:

The candidate has a commitment to developing leaders and coalition building. Strong commitment to social change through community empowerment and the arts. Personal values align with the vision and values of The Unusual Suspects organization.

Physical Requirements & Work Environment:

Must be able to lift 30 pounds. Must be flexible working in a fast paced, non-profit environment. Experience or interest in theatre and youth arts education is a plus. This position works primarily in the USTC administrative office per our hybrid work schedule which offers the option to work remotely on Monday and Friday and work in the office on Tuesday, Wednesday, and Thursday.

Salary & Benefits

- Full time, exempt position
- \$55K - \$60K, commensurate with experience
- Health benefits stipend of \$520 per month
- Professional Development stipend of \$750 annually
- Accrued PTO; 3 weeks' vacation per year and paid sick leave
- Additional week off from December 24th through January 1st
- CalSavers - Roth IRA Program

- Cell phone and internet reimbursement

Apply Today!

Send resume, cover letter and one writing sample to jobs@theunusalsuspects.org. Include in the subject line of your email the title of the position in which you are applying. No calls please.

Additional Information

The information presented indicates the general nature and level of work expected of employees in this classification. It is not designed to contain, or to be interpreted as, a comprehensive inventory of all duties, responsibilities, qualifications and objectives required of employees assigned to this job. The Unusual Suspects provides equal employment opportunities to all employees and applicants for employment without regard to race, color, religion, sex, national origin, age, disability or genetics. This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation and training.