



Institutional Giving Consultant Job Posting

Application Email: info@artisticfundraising.com

Please include the title of the role you are applying for in the subject line of your email.

Institutional Giving Consultant - Job Description

Artistic Fundraising Group seeks a skilled development professional experienced in institutional giving and grant writing. The Institutional Giving Consultant will manage a grants portfolio for arts and humanities nonprofits among Artistic Fundraising Group's client base. This includes the full execution of grants projects, such as the composition of letters of inquiry, proposals, and reports in addition to the compilation of accompanying attachments packages. The Institutional Giving Consultant will also develop cultivation and stewardship plans for clients' relationships, coach client leadership on best practices, and provide timely reporting on grants pipelines to both the client and internally to the AFG team.

Responsibilities

- Advise clients in ongoing relationship management for portfolios of current and prospective institutional funders
- Plan, manage, and execute foundation, government, and corporate grant proposals and reports for arts and humanities nonprofit organizations
- Write and edit proposal and report narratives
- Prepare attachments and other supporting materials
- Complete thorough prospect research for potential funder/client matches
- Collaborate with both clients and fellow AFG team members regarding upcoming deadlines and deliverables to ensure timely completion of work in advance of project deadlines
- Collaborate with AFG team members on joint workshop presentations and consulting projects

Qualifications

Please note that we are open to candidates with a wide range of professional and lived experiences, as we understand that both hard and soft skills that are an asset to our team and

our clients can be developed in a variety of settings. We encourage candidates to apply, even if they do not meet all of the qualifications listed here.

- Previous experience in grant writing/institutional giving management with a track record of proven success
- High-efficiency writing and composition skills that support the timely generation and revision of written deliverables
- Experience in ongoing relationship management with institutional funders, including cultivation and stewardship initiatives
- Experience in managing an annual pipeline of deadlines with a strong process for tracking relationships, programming information, and outstanding deliverables
- Technical proficiency/ability to train in Google Drive/Microsoft Suite, project management software, and donor CRMs

Qualities

- Commitment to a culture of collaboration and continued learning
- Commitment to a culture of IDEAA and community-centric fundraising
- Background and/or enthusiasm for the arts, journalism, education, or social services
- Intimate understanding of Chicagoland's funding landscape
- Enjoyment in creative problem solving and critical thinking
- Excellent project management skills with the ability to work both independently and collaboratively on multiple deadline-oriented projects at once
- Ability to produce timely, quality work with thorough attention to detail

Hours, Compensation, and Work Environment

The Institutional Giving Consultant will work as an independent contractor, providing 15-25 hours of work per week based on candidate availability and client need. We will take into consideration the regular capacity desired by our candidates as we develop this role's portfolio. The Institutional Giving Consultant earns \$25.00 per hour, with the opportunity to take on additional consulting projects at a higher rate (\$50/hr+) as available. Work may be completed in a flexible/remote format, with the option to work at the Artistic Fundraising Group office in Chicago's Fine Arts Building as desired. As in-person work is not mandatory for this role, we are open to considering candidates who are not local to the Chicagoland area.

Values

Artistic Fundraising Group is an equal-opportunity employer. We are committed to growing our team in alignment with our inclusive and equitable working practices, exemplified by our values of Inclusion, Diversity, Equity, Accessibility, and Antiracism (IDEAA). All applicants will be considered without discrimination in regard to race, ethnicity, national origin, religion, sexual

orientation, gender identity, age, parental status, or ability. Visit our website to learn more about our commitment to IDEAA.

To Apply

Email info@artisticfundraising.com with a cover letter, resume, and a brief writing sample relevant to your grant writing and fundraising work. Please include your name and the title of the role you are applying for in the subject line of your email. In your cover letter, please share why working in the arts or the nonprofit sector is important to you.

Applications will be reviewed on an ongoing basis, with priority given to those received by April 26, 2024.

About AFG

Artistic Fundraising Group provides fundraising strategies and resources to small and mid-sized nonprofit organizations with our own hybrid model of project execution and traditional consulting. We offer services in all areas of nonprofit fundraising, including major gift strategies, individual giving campaigns, freelance grant writing and proposal review/editing, fundraising training for organizational leadership, multi-year development plans, special fundraising initiatives, and foundational workshops in all areas of contributed revenue. In alignment with our values of Inclusion, Diversity, Equity, Antiracism, and Accessibility (IDEAA), we employ a community-centric fundraising model that prioritizes equitable relationships between the philanthropic sector and the organizations we serve.

Artistic Fundraising Group supports a wide range of nonprofit arts and culture organizations in all artistic disciplines, including theatre, dance, music, independent film, creative writing, and visual art. Our client base has also expanded beyond the arts to include organizations that intersect with education, healthcare, youth development, journalism, and social services. Finally, we support nonprofits of all sizes—from <\$100k to \$10MM+ in annual operating expenses—as we believe that a vibrant and diverse nonprofit ecosystem includes major institutions as well as those working at a grassroots level. As such, we are experts in scaling our services to be right-sized for each organization we work with.

We generate growth in all areas of contributed revenue by building comprehensive, custom fundraising strategies and professional development opportunities. We also extend the internal capacity of our clients by providing sustainable outsourced grant writing and donor communications support. Above all, we take pride in effectively and collaboratively working with each client to develop unique, ambitious, and achievable fundraising solutions that garner results—100% of our clients raise new or increased funds in their first year of working with us.