



JOB DESCRIPTION

Position: Institutional Giving Manager
Reports to: Director of Development
Department: Development
Position Type: Full-time, Salary, Exempt
Salary Range: \$54,000- \$62,000 DOE
Benefits: Eligible

Summary of Position:

The Institutional Giving Manager is responsible for managing all aspects of Tacoma Art Museum's foundation, government, and corporate grants program, including cultivation, solicitation, and reporting for all current funders, as well as the identification and cultivation of new funding prospects.

This individual identifies and cultivates funding sources; prepares proposals, reports, and correspondence; and acts as a steward for all grant contributions within the foundation, government, and corporate sectors (excluding event sponsorships). They work closely with the Director of Development in coordinating concepts and strategies for grant funding opportunities, manage the annual grants/reports calendar, and communicate information and results to the Development Department on a regular basis.

Core Responsibilities:

- Coordinate efforts across departments to facilitate the writing and preparation of all grant proposals, budgets, and reports related to foundation, corporate foundation, and government funding solicitations.
- Project monthly and yearly revenue goals for these sectors and tracks progress toward reaching those goals.
- Maintain grants/reports calendar and roster which includes timelines for cultivation/stewardship action steps and deadlines for proposals, reports, and invoice/fiscal year agreement issuances.
- Regularly meet with and solicits both new and established donors in the corporate, foundation, and government grant sectors.
- Develop and implement cultivation strategies and effective stewardship of these funding sectors.
- Participate in the museum's Diversity, Equity, Inclusion and Access (DEIA) trainings and bring a DEIA lens to TAM's fundraising strategies
- Perform other duties as necessary

Absolutely Required Skills/ Knowledge/ Ability/ Experience or Education:

- Excellent written and verbal communication skills
- Associate's Degree and/or equivalent level of training and experience.
- Basic understanding of nonprofit fundraising, grant writing, administrative processes and procedures, standard accounting practices, and database use
- Excels at setting and managing realistic deadlines; strong time management skills.
- Ability to multitask and juggle many projects at once.

- Demonstrated commitment to supporting the museum’s Diversity, Equity, Inclusion, and Access (DEIA) framework
- Ability to work within and maintain the museum brand values: innovative, passionate, civic-minded, gracious, approachable

Desired Skills/ Knowledge/ Ability/ Experience or Education:

- Familiarity with regional funding community
- Strong background in grant writing

Travel, Working Conditions, Physical Requirements and Environment include:

- Under “stay at home” conditions, this is a work from home position. Under normal circumstances, this is an in-office full time position. However, following a probationary period, positive review, and approval from Director, this position will have the opportunity to work a percentage of required hours from home on a regular basis so long as performance does not suffer as a result.
- Must be able to perform job duties at a workstation and/or a computer screen for majority of the workday
- There is occasional need to stand, stoop or walk for long periods of time.
- Frequently reaches with hands and arms and uses hands and fingers to handle objects and operate tools, machinery, computers, and/or controls.
- Ability to lift objects (up to 25 pounds) and perform other similar actions during the course of the workday.
- Continuously exchanges information through listening and talking with staff, volunteers and individuals in the community
- Negligible local travel, less than 5% of work hours.
- Some evening and weekend work as necessary per events schedule

To Apply

- Please email a succinct cover letter and resume to HR@TacomaArtMuseum.org.
- Include “Institutional Giving: First Name Last Name” in subject line.
- No phone inquiries, please.

Resume review will begin immediately. Position is open until filled.

Tacoma Art Museum is an Equal Opportunity Employer

Tacoma Art Museum strongly encourages applicants from members of groups underrepresented in careers related to museums and the visual arts.

About Tacoma Art Museum

Tacoma Art Museum is a public-spirited institution that champions a dynamic and complex approach to exhibitions. The museum’s passionate staff are driven by the mission of connecting people through art, empowering visitors to create meaning with artworks through innovative interpretive and programming strategies. Named by USA Today as one of the “Top 10 Great Places to See Art in Smaller Cities,” the museum has developed a reputation for presenting art in a thought-provoking yet accessible manner with a strong commitment to Northwest art.

Founded in 1935, TAM has strong roots in the community. Along with five other nearby museums and neighboring University of Washington at Tacoma, TAM anchors Tacoma’s lively downtown core.

About Tacoma

Located in the beautiful Pacific Northwest, Tacoma is known as the City of Destiny, a city that has always marched to the beat of its own drum. Close enough to Seattle to take advantage of everything a major metropolis offers, Tacoma is its own distinctly unique and actively engaged community with a clear love of the arts.

Diverse individuals and families continue to invest in Tacoma for its charming historic neighborhoods, schools, parks, waterfront, and amenities. You'll find the beaches and forests of Puget Sound ideal to bike, run, hike, and paddle – including the nearby Mount Rainier. In addition to sports, theater and other cultural offerings, Tacoma is home to a growing restaurant and pub scene that's made national press. The thriving Tacoma Museum District lines the downtown core and showcases some of the nation's best collections. Tacoma is a great place to call home.