



Lookingglass Theatre Company

Coordinator of Corporate Foundation and Government Giving

Development staff for grant-seeking, application/report preparation, and sponsorship fulfillment (10 words)

Lookingglass Theatre Company, recipient of the 2011 Tony Award for Outstanding Regional Theater, is a national leader in the creation and presentation of new, cutting-edge theatrical works and in sharing its ensemble-based theatrical techniques with Chicago-area students and teachers through a wide array of Education and Community Programs. Lookingglass celebrates its 30th Anniversary Season in 2017-18.

Lookingglass Theatre Company seeks to fire the imagination, celebrate the human capacity, and to leave audience and performers changed, charged and empowered. Lookingglass combines a physical and improvisational rehearsal process centered on ensemble with training in theatre, dance, music, and the circus arts. We seek to redefine the limits of theatrical experience and to make theatre exhilarating, inspirational, and accessible to all.

Lookingglass Theatre Company Coordinator of Corporate Foundation and Government Giving is an administrative and fundraising position with the 501(c)(3) not for profit theatre. This position will coordinate the many and varied elements related to grant-seeking, application preparation, proposal writing, report making, and sponsorship fulfillment. The Coordinator of CFG Giving reports to the Associate Director of Development and supports the ADOD and Director of Development in the research, cultivation, solicitation, and stewardship of donors including corporations, foundations, family foundations, and government grant-makers. The hours are 9:00am – 5:00pm Monday through Friday with occasional evening and weekend responsibilities. Specific responsibilities include those listed below and others as assigned.

- Supports the mission of Lookingglass Theatre Company and its core values of collaboration, transformation, and invention;
- Writes and oversees the timely submission of proposals, updates, and end-of-year reports to local, state, and national corporate, foundation, and government funders;
- Collects, analyzes, and synthesizes complex and diverse information from staff and artists for proposals and reports, using intuition and experience to complement found data;
- Supports senior management in communications with corporate, foundation, and government partners, ensuring consistency of messages throughout fundraising platform;
- Assists in the development of language and priorities for proposal submissions;

- Identifies, researches, tracks, and evaluates potential corporate, foundation, and government prospects for solicitation;
- Manages all elements of fulfillment, including stewardship opportunities at the theatre for corporate, foundation, and government funders;
- Oversees the acknowledgment process for corporate, foundation, and government gifts received, in collaboration with the Development Associate;
- Assists the Director of Development in cultivating and stewarding donor prospects through advocacy letters and supports Development department in managing corporate outreach activities of Board Members;
- Maintains institutional data on Development Department tracking documents and calendars for corporate, foundation, and government proposals and reports; develops language to describe this data to outside stakeholders;
- Other duties as assigned.

Qualities for Successful Fulfillment of Job Description

- Superior written communication skills as well as email and phone manner
- Outstanding organizational methods
- Excellent in-person presentation skills
- Prior fundraising and grant writing experience preferred
- Demonstrable knowledge of grant-seeking and proposal management method
- Detailed knowledge of Microsoft Word and Excel
- Experience using donor software such as Total Info or Raiser's Edge is preferred
- Ability to embrace enthusiastically the Lookingglass mission and to convey this dedication to supporters, board members, ensemble and staff
- Willingness and desire to collaborate
- Professionalism, integrity, self-motivation and ability to take direction
- Diligent, friendly, flexible, responsive, and a capable multi-tasker, a sense of humor, and a team spirit

Lookingglass Theatre is an Equal Opportunity Employer. Salary is competitive with other comparable not for profit positions. Benefit package includes health insurance, generous vacation, and paid holiday schedule. Interested candidates email cover letter, resume, salary requirements, and writing sample to:

Michael Cansfield, Associate Director of Development
 Lookingglass Theatre Company Administrative Offices
 875 N. Michigan Avenue, Suite 1330, Chicago, IL 60611

PREFERRED by email: mcansfield@lookingglasstheatre.org

NO PHONE CALLS, PLEASE

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