

Manager, Foundation Relations

The Adrienne Arsht Center for the Performing Arts of Miami-Dade County is seeking an experienced, skilled, and highly motivated Manager, Foundation Relations to support the Director, Foundation Relations.

FLSA Status: Full-Time, Exempt

About the Adrienne Arsht Center for the Performing Arts of Miami-Dade County

The Arsht proudly serves as the cultural pulse of Miami – the heart of magical live arts experiences that spark the imagination and connect people to one another. Whether on our stages or in your neighborhood, the Arsht is alive year-round with international artists, innovative programming from [resident companies](#) and local arts partners, free community events that reflect Miami's unique identity and more than 100 culturally diverse and impactful learning experiences for 80,000 children every year.

Since opening in 2006 in the heart of downtown, the Arsht, a 501(c)(3) non-profit organization, has been recognized as a leader in the city's cultural transformation, a catalyst for billions of dollars in new development and a host venue for historic events. The 300+ annual Arsht events include a robust series of touring Broadway musicals direct from New York, star-studded jazz and classical music concerts curated for South Florida, a major annual Flamenco Festival and an award-winning Miami-based theater program. In addition, Family Fest, Gospel Fest Miami, Art + Mind Day, Heritage Fest and our LGBTQ+ Pride celebration are among dozens of free events that bring people from all corners of our community together. For more information, visit arshtcenter.org.

Basic Function

Collaborating with the Director, Foundation Relations, this position will help build on the Center's base of foundation support by seeking new local, regional and national grant opportunities, as well as upgrading and renewing current supporters. The Manager, Foundation Relations, works cross-departmentally to effectively articulate the organization's case for support and to ensure timely and accurate stewardship.

Responsibilities

- Develop compelling grant proposals, letters of inquiry, interim and final reports, and other letters of communication with donors tailored to their specific interests.

- Support the stewardship and management of a robust portfolio of foundation and government donors by maintaining accurate records of all interactions, tracking reporting deadlines, coordinating acknowledgements and ensuring proper donor recognition and grant fulfillment.
- Conduct research and proactively identify prospective foundation and government funders, including monitoring news, funding trends, and sector activity relevant to the organization's work.
- Maintain a comprehensive and up-to-date database of foundation prospects, including their funding priorities, deadlines and contact information.
- Monitor grant agreements and ensure timely fulfillment of deliverables, including reporting and recognition for grant-funded programs, in collaboration with internal departments.
- Maintain accurate records of all foundation interactions, grants received and outcomes achieved.
- Assist the Development team with comprehensive prospect research, offering insight on alignment and opportunities based on industry awareness and evolving community needs.
- Perform other duties as deemed appropriate by the Director, Foundation Relations.

Ideal Experience

- At least 2 years' experience in fundraising, preferably in the non-profit field.
- A bachelor's degree is required; applicants with academic backgrounds in English, journalism, public policy, community development and creative or legal writing are encouraged to apply.
- Proven ability to write clearly, persuasively and strategically for external audiences.
- Strong editing, analytic, and interpersonal communication skills.
- Ability to manage multiple projects on deadline while maintaining a high degree of accuracy and professionalism.
- Ability to work independently on deadline-critical projects.
- Ability to work well in a team environment.
- Excellent organizational skills and attention to detail.
- Comfort with working independently while contributing to team goals.
- Proficiency in Microsoft Office products (especially Outlook, Word and Excel); experience with CRM systems (preferably Tessitura) is a plus.
- Ability to gather, interpret and synthesize data from a variety of sources for proposals and reports.

Personal Characteristics

Manager, Foundation Relations should be:

- Passionate about the performing arts and their role in community transformation

- Action-oriented and achievement-driven
- Tenacious in pursuit of opportunities and solutions, with a willingness to follow up and follow through
- Curious and resourceful, with an “ear to the ground” approach to uncover new funding opportunities and partnerships
- Detail-oriented and thoughtful; with high standards of quality and accuracy
- Personable and flexible, able to build rapport and collaborate across departments and with external partners
- Dedicated to the mission and goals of the organization

Expectations

The Manager, Foundation Relations will be part of a two-person team responsible for mobilizing the Center’s grant program and is expected to:

- Help raise more than \$2M annually in foundation and government support for operations, programs and special initiatives
- Steward and manage a portfolio of foundation donors with precision and care, ensuring all deadlines and deliverables are met
- Assist the Director of Foundation Relations in the cultivation of new local, regional and national funders and the renewal of existing foundation and government donors through customized outreach, stewardship and reporting
- Contribute to the Development team’s collective prospecting efforts by researching potential funders and staying informed about trends and opportunities in the philanthropic sector
- Support the accurate documentation of foundation activity in the organization’s CRM, Tessitura, and ensure integrity of data
- Represent the Center with professionalism and enthusiasm to external funders, community stakeholders, and internal collaborators

Physical Demands

- While performing the duties of this position, the employee is frequently required to stop, reach, stand, walk, lift, pull, push, grasp, communicate, and use repetitive motions.
- While performing the duties of this position, the employee may frequently lift and or move 20 pounds of materials.
- The position requires the individual to meet multiple demands from multiple people and interact with the public and other staff.

Suggestions for candidates and expressions of interest should be addressed to:

Email: resumes@arshtcenter.org, with Manager, Foundation Relations search in the title line.

Note: The above job description is intended to describe the general nature and level of work being performed by staff assigned to this job. It is not intended to be an exhaustive list of all responsibilities, duties, and skills required of staff in this position. Duties, responsibilities, and skills are also subject to change based on the changing needs of the job, department, or organization. The job description does not constitute an employment agreement between the employer and employee and is subject to change by the Adrienne Arsht Center as the requirements of the job change.

The Adrienne Arsht Center is an equal opportunity employer committed to being an inclusive workplace and strongly believes in the importance of having a diverse group of individuals represented both onstage and off.