



**Institute of Contemporary Art Los Angeles (ICA LA)
Advancement Officer, Institutional Giving**

Reports to: Director of Development

Status: Full-time / Exempt

Benefits: Healthcare (including vision and dental), vacation, sick leave, and paid holidays, following a probation period.

Overview

To advance ICA LA's mission and programs by securing grant funding from government agencies, private foundations, and corporations. Bring strategic thinking and a network of contacts to pursue new and existing institutional funders to support general operating costs, exhibitions, learning and engagement programs, and special initiatives. Reports to the Director of Development, and with frequent collaboration with the Executive Director, the Advancement Officer is part of a five-person department and works proactively with colleagues in Curatorial, Learning and Engagement, and Finance to ensure that institutional fundraising goals are met and all grants are successfully managed.

Primary Responsibilities

- Prepare, submit, and manage all grant proposals while managing and stewarding a portfolio of government agencies, private foundations, embassies, and corporations
- Develop an annual grants strategy in conjunction with the Executive Director and Director of Development
- Oversee stewardship of institutional partnerships
- Write compelling narratives and compile relevant data, budgets, and supporting materials according to funding requirements
- Conduct prospect research to identify, cultivate, and solicit new funding sources for general operations, exhibitions, programs, and other initiatives
- In conjunction with Executive Director, Director of Development, and senior programmers, build and maintain relationships with institutional funders
- Collaborate with other departments to prepare and submit all materials necessary to seek and report on program-specific funding
- Maintain grant deadline calendar and master list of institutional funding credit lines
- Communicate with funders to inquire about new projects and follow up on the status of submitted proposals

- Produce and submit mid-term and final reports in a timely manner
- Ensure and track delivery of stated activities and appropriate recognition
- Participate in museum events, including openings, artist talks, member programs, and special events
- Assist with other fundraising projects, such as individual giving campaigns and major benefit events, as requested
- Assist with writing and editing of museum materials for activities outside of fundraising, as needed, including communications, programming, and website copy

Qualifications

- Bachelor's degree (preferred concentrations: English, Art History, or Communications) and three years of relevant experience
- Knowledge of institutional giving field and major foundations and government agencies with a strong professional network
- Excellent writing and research skills
- Exceptional communication skills
- Self-motivated and highly organized, attentive to details, and diligent in meeting deadlines
- Ability to prioritize and multi-task under pressure
- Creative thinker with an interest in exploring new opportunities and untapped sources of support
- Collaborative and able to work successfully in a fast-paced, dynamic environment with a small and committed staff
- Demonstrates good judgment and high level of discretion when necessary
- Positive attitude; enthusiastic problem-solver
- Comfortable with technology, and proficient with software such as Google Suite, cloud storage, donor database (Bloomerang), Microsoft Office, Photoshop, and Adobe Acrobat
- Proficiency with core digital functionality requirements, such as Content Management Systems (CMS) and Point of Sale (POS) systems, E-commerce, reporting/analytics
- Strong interest in contemporary art and supporting ICA LA's mission

EEO Statement

ICA LA is an equal opportunity employer and all qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, disability status, protected veteran status, gender identity, sexual orientation, pregnancy and pregnancy-related conditions, or any other characteristic protected by law.

About ICA LA

The Institute of Contemporary Art, Los Angeles (ICA LA) is an epicenter of artistic experimentation and incubator of new ideas.

Founded in 1984 as the Santa Monica Museum of Art (SMMoA) and reestablished in 2017 with a new identity and home in Downtown Los Angeles, ICA LA builds upon a distinguished history of bold curatorial vision and innovative programming to illuminate the important untold stories and emerging voices in contemporary art and culture. The museum's 12,700 square-foot renovated industrial building—designed by wHY Architecture under the leadership of Kulapat Yantrasast—features ample space for exhibitions, public programs, retail pop-ups, integrated offices, and special projects.

ICA LA's mission is to support art that sparks the pleasure of discovery and challenges the way we see and experience the world, ourselves, and each other. ICA LA is committed to upending hierarchies of race, class, gender, and culture. Through exhibitions, education programs, and community partnerships, ICA LA fosters critique of the familiar and empathy with the different.

ICA LA is committed to making contemporary art relevant and accessible for all. Admission is free.

To apply

Please send a cover letter, CV, with at least two professional references, and writing samples to opportunities@theicala.org, including the name of the position in the subject line.

Please no calls or in-person unscheduled visits.