

Friday, August 5, 2011

Ballet Hispanico seeks Institutional Giving Manager

Marie-Louise Stegall, Executive Director, Ballet Hispanico, 167 West 89th Street, New York, NY 10024
mlstegall@ballethispanico.org

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Position Description

The Institutional Giving Manager position is a key member of the External Affairs department and is a full-time employee of Ballet Hispanico, reporting to the Executive Director. The position supports the fund raising activities related to institutional donors, including federal, state, and city government agencies, foundations, corporate foundations, and sponsorships. Working under the supervision of the Executive Director, the position will implement strategies for renewing and increasing gifts, support the stewardship of current donors including fulfillment of sponsorship and corporate member benefits, and maintain the grants calendar for annual, capital, endowment, and special project donors. The Institutional Giving Manager is responsible for writing proposals and reports to current annual donors, as well as researching prospects and helping to develop new funding partnerships. The goal of this position is to successfully increase the number of institutional donors while strengthening relationships with ongoing supporters. Maximizing support from all sectors will be vitally important in the short and long term, as Ballet Hispanico continues to stabilize its financial position and grow its programs.

Duties and Responsibilities

Working closely with the External Affairs team and the Executive Director, maximize fund raising from institutional sources, including foundations, corporate sponsors, and government agencies on the federal, state, and local levels. Write timely and targeted proposals, reports, acknowledgements, and other correspondence with institutional funders both to the annual and the capital funds. Gather and track factual and anecdotal information from all program areas to use for proposals and reports. Maintain grants calendar for foundation, corporate, and government sources, and report regularly on progress. Identify and research institutional and sponsorship prospects. Prepare Power Point presentations to corporate sponsorship prospects. Under the supervision of the Executive and Artistic Directors, participate in the cultivation and stewardship of program officers and corporate executives. Maintain donor recognition and sponsor fulfillment plan, including listings in performance programs, web site, other printed material, and sponsor benefits. Work with the Associate for Events on strategic approach to corporate prospects for Gala or other event underwriting. Working with the Associate for Individual Giving, oversee mailings to institutional funders, including New York Season brochures and invitations to special events (both to institutional donors and government officials). Maintain paper files and electronic database (Raiser's Edge). Oversee production of and updates to Development Information Package materials. As a member of the External Affairs team, participate in staffing Ballet Hispanico's major program events and the annual Gala, and assist with other events as needed.

Qualifications / Skills

Minimum of three to five years development experience, particularly in the preparation of major grant proposals to foundation and government agencies. Exceptional writing skills and meticulous attention to detail. Strong computer and word processing ability; Power Point or other desktop publishing skills a plus. Skill in budget preparation. Familiarity with databases, particularly Raiser's Edge, an important plus. Strong verbal and interpersonal communication skills. Good sense of humor and collegial attitude. Bi-lingual Spanish speaker a strong plus. Bachelor's or advanced degree preferred.

To Apply

Candidates are invited to send a letter of interest, resume and salary requirements (no phone calls, please) to: Marie-Louise Stegall, Executive Director, Ballet Hispanico, 167 West 89 Street, New York, NY 10024 or via email to mlstegall@ballethispanico.org. The deadline for applying is August 26, 2011

About the Organization

Ballet Hispanico explores, preserves, and celebrates Latino cultures through dance. Founded by Tina Ramirez in 1970, the organization is now under the Artistic Direction of Eduardo Vilaro. Ballet Hispanico's programs include a professional Company which tours nationally and internationally; a School of Dance unique in its emphasis on ballet, contemporary, and Spanish dance as its core curriculum; and extensive education programming for public schools, both in New York and around the country. Ballet Hispanico is headquartered in a 21,000 sq. ft. dance facility on Manhattan's Upper West Side. For further information: www.ballethispanico.org.

Ballet Hispanico is an equal opportunity/affirmative action employer.

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