

Wednesday, May 27, 2015

## Associate Director of Institutional Giving

Company: Alvin Ailey American Dance Theater  
Location: New York, NY

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Alvin Ailey Dance Foundation, one of the world's premier dance institutions, seeks a motivated and personable team player to strategically lead the organization's institutional giving efforts. Alvin Ailey Dance Foundation is a nonprofit organization comprised of the Alvin Ailey American Dance Theater, Ailey II, The Ailey School, and Ailey's Arts in Education Programs.

The organization's mission is to further the pioneering work of Alvin Ailey by establishing an extended cultural community which provides dance performances, training, and community programs for all people. As important as its artistic and educational mission, the Ailey organization plays a social role, using the beauty and humanity of the African American heritage and other cultures to inspire and unite people of all races, ages and back grounds.

Named "Cultural Ambassador to the World," by a United States Congressional Resolution, Alvin Ailey American Dance Theater numbers 31 of the most talented dancers in the world, and its diverse repertory is unparalleled in modern dance. A typical season includes engagements in its home base of New York City: 5 weeks each winter at New York City Center and 2 weeks each spring at Lincoln Center, a 20 city United States tour and extensive international touring. Annually, nearly 500,000 people experience Ailey performances and programs.

A multifaceted organization, the Ailey family also encompasses Ailey II, a second company dedicated to the development of young artists and community outreach; The Ailey School, a world-class dance academy which provides instruction to a diverse group of students aged 3-25; and Ailey Arts in Education and Community Programs which provide young people from diverse cultural and economic backgrounds the opportunity to explore dance, build self-esteem and develop life skills.

The Associate Director of Institutional Giving is a dynamic and strategic leader with a proven track record of identifying, securing, and stewarding major foundation, corporate and government gifts. Reporting to the Senior Director of Development, the Associate Director will work closely with colleagues organization-wide to develop the planning and implementation of the Institutional Giving program which supports the efforts of the Companies, Ailey's Arts in Education and Community Programs, and The Ailey School.

Successful candidates will have a minimum of 6+ years of fundraising experience, including 3+ years as a frontline fundraiser and supervisor. Candidates must have excellent writing and analytical skills, an ability to establish and manage deadlines, work both independently and collaboratively, and have a knowledge and appreciation for dance.

Responsibilities include, but are not limited to:

Manage Ailey's relationships with an extensive and diverse group of foundation, corporate, and government funders supporting efforts across the Ailey organization

Write and edit complex foundation, corporate and government proposals and reports

Grow the Institutional Giving program by researching, identifying, evaluating and cultivating prospects

Work closely with the Senior Director of Development and colleagues from across the Development Department and the Ailey organization to establish budgets and to create and execute clear and comprehensive Institutional Giving plans

Supervise Ailey's Grant Writer and Development Associate

### Skills/Qualifications

Understanding of Institutional fundraising and familiarity with local and national foundations, corporations and government funders

Strong writing skills with managerial-level experience drafting and editing complex grant proposals

Excellent communication, interpersonal, and presentation skills

Ability to lead, work independently, and as a member of a team

Mature and highly organized, pays close attention to detail, ability to establish objectives, clearly articulate plans, set and meet deadlines, and to "multi-task" in a fast-paced and goal oriented environment

Knowledge of dance, performing arts, and cultural organizations

Experience with Raiser's Edge preferred

Knowledge of prospect research tools and best practices for non-profit organizations

Willingness to work flexible hours including evenings and weekends as needed

#### Experience/Education

6+ years of experience working in a multi-faceted fundraising office with 3+ years of supervisory experience

Preferable candidates will have experience working with major foundations, corporate supporters, and government funders at the national, state and local level

Experience working with performing arts and cultural organizations and a knowledge of New York City's philanthropic circles is preferred

Bachelor's degree required/Master's Degree preferred

To apply for this position please send the following to [devojobs@alvinailey.org](mailto:devojobs@alvinailey.org):

Resume

Cover letter detailing your interest in this position at Alvin Ailey Dance Foundation, Inc. and salary requirements

Contact information for two references

Alvin Ailey Dance Foundation is an Equal Opportunity Employer. Employment is based upon personal capabilities and qualifications without discrimination based on race, color, religion, creed, sex, sexual orientation, national origin, age, disability, marital status, veteran status, citizenship status, or any other protected characteristic as established by law.

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