

Wednesday, August 9, 2017

Institutional Giving Manager

Company: The Joyce Theater Foundation
Location: New York, NY

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The Joyce Theater Foundation seeks an Institutional Giving Manager to serve as part of a three-person institutional giving team and an eight-person Development department. The person in this role will provide core administrative support for The Joyce's institutional giving fundraising efforts. Additionally, with a primary focus on foundations, this position will provide essential support by researching, writing, and adapting materials for proposals, reports, letters, and electronic solicitations; managing donor fulfillment and recognition plans; and implementing varied strategies to meet and exceed The Joyce's institutional giving goals. Goals include maintaining and increasing the number and diversity of The Joyce's base of 50 institutional funders and growing associated annual giving of over \$3 million.

RESPONSIBILITIES:

- i?? Produce, draft, and edit grant applications, proposals, presentations, reports, invitations, and other correspondence associated with cultivating institutional funders and securing grants from foundations and other sources
- i?? Help to identify and research new prospects; maintain prospect lists and research profiles; and assist with scheduling meetings and preparing meeting briefings and materials
- i?? Coordinate the fulfillment of institutional funder benefit plans including the handling of ticket requests, processing and acknowledging contributions; and ensuring appropriate funding credits
- i?? Create and maintain institutional funding database records in Tessitura; implement brochure and invitation mailings to institutional VIPs and prospects; and manage RSVPs and house seat requests
- i?? Produce and update Development package materials and varied organizational and program documents
- i?? Assist with the collection and organization of Joyce program, institutional, and financial data
- i?? Participate in staffing cultivation events and greeting funders at performances throughout the year, including selected opening nights, the annual spring gala, and a fall fundraising event
- i?? Support the Development department with other assigned duties

QUALIFICATIONS: The successful candidate will be self-motivated, detail-oriented, and highly organized. Excellent verbal, writing, and research skills are essential as well as quantitative skills appropriate to presenting and interpreting financial information for proposals. A high level of computer literacy is required; experience with Tessitura or a fundraising database is a plus. A strong interest in working in the arts is favored, particularly an appreciation of dance. A bachelor's degree is required.

TO APPLY: Please send cover letter and resume to Jean M. Ross at jross@joyce.org. Include salary requirements. No phone calls, please. The Joyce thanks all applicants for their interest; however, only those candidates selected for interviews will be contacted. AA/EOE

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