

Friday, July 20, 2018

## Manager of Institutional Giving

Company: Mark Morris Dance Group

Location: Brooklyn, NY

Compensation: Salary and comprehensive benefits package

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Manager of Institutional Giving

Reports to: Director of Development

### SUMMARY:

Housed in the Mark Morris Dance Center, in the heart of the Brooklyn Cultural District, the Mark Morris Dance Group works daily to pursue excellence in artistry and education. Founded in 1980 by Mark Morris, the company includes 18–20 dancers and numerous musicians (from solo artists to orchestras and choirs) performing selections from its 150+ repertory, 45 full-time staff, and more than 100 part-time staff and teaching artists, all committed to bringing the best in performance and education to people in NYC and tour cities.

As the Dance Group approaches its 40th anniversary in 2020, key investments in operations, capital and program expansion, and legacy planning are essential. As part of a 4-person development team, the Manager of Institutional Giving plays a vital role in supporting these efforts by advancing the public, private, and corporate giving program – managing all aspects of cultivation, stewardship, acquisition and reporting.

This position provides a unique opportunity for a strategic fundraiser to have a lasting impact on one of the world's leading dance institutions at a pivotal moment in its history. The best candidate for this position brings a sincere dynamism to institutional engagement, is eager to implement innovative strategies, and experienced in developing institutional giving systems to increase funder engagement.

The Manager of Institutional Giving reports to the Director of Development, shares oversight of the Development Associate, and works as a peer to the Manager of Individual Giving. The Manager of Institutional Giving also works closely with Board members, Executive Director, Artistic Director, Chief Financial Officer, Director of Marketing, and all program directors, to discover, cultivate, and steward funding relationships and to develop funding opportunities, proposals, and reports.

Responsibilities include, but are not limited to:

Managing a growing portfolio of 50+ government, corporate, and foundation contributors providing \$2 million+ in annual operating income each year, including:

Working closely with artistic and program staff to draft compelling proposals and reports and project manage requirements and reporting for numerous multi-year grants.

Managing an extensive grants calendar to ensure timely submissions of proposals and reports.

Proactively developing and implementing strategies for new and renewed support.

Coordinating regular meetings with current and prospective funders.

Ensuring prompt and personalized donation acknowledgment and stewardship.

Managing performance and event invitations and RSVPs.

Maintaining database integrity:

Noting actions and communications with funders.

Working to consistently improve records for funders and prospects.

Continually growing level of expertise with Raiser's Edge.

Managing funder communications and ensuring funders are well acknowledged:

In addition to required reporting, ensuring funders feel personally connected to and apprised of MMDG's activities.

Collaborating with marketing department and Manager of Individual Giving on event invitations and ensuring appropriate donor listings in programs, materials, annual report, and MMDG websites.

Designing, implementing, and managing a new prospects pipeline system with a goal of growing institutional giving by \$300,000 annually.

Working closely with the Director of Development, Executive Director, and Chief Financial Officer to develop broader institutional strategies for increasing contributed income from institutions.

Sharing oversight of the Development Associate:

Though the Development Associate reports to the Director of Development, the Manager of Institutional and Manager of Individual Giving share oversight of the Associate's work relative to data/acknowledgement processing. As part of this oversight, the Manager of Institutional Giving's responsibilities include:

Reviewing weekly gift and pledge reports to ensure that institutional gifts are recorded accurately and that adjustments are made promptly.

Ensuring appropriate personalization of communications, advising on templates, and copy adjustments.

Supporting event planning, cultivation, and stewardships for pre- and post-show events in New York City and occasionally on tour, as well as events related to campaigns and company benchmarks, such as gala fundraisers and the 40th anniversary.

Representing the Mark Morris Dance Group at company and public events.

Overseeing interns, work/study, fellows and/or temporary staff for specific projects.

You are a great candidate for this job if you:

Have 3+ years of experience with institutional giving and funder relationship management

Have experience cultivating, stewarding, and acquiring five, six, and seven figure and multi-year grants

Have a track record of meeting or exceeding income goals and transforming active major prospects into strong supporters

Love project management

Are inspired by Mark Morris' work and our programs!

You will be successful in this role if you:

Enjoy identifying new and creative ways of packaging programs to deeply engage funders  
Are highly motivated and able to translate ideas into action  
Easily balance meeting deadlines with jumping in to explore time sensitive funding opportunities.  
Are proficient with office technology: Raiser's Edge and Asana  
Are calm under pressure  
Enjoy work that sometimes extends to evenings, weekends, or out of town venues

#### Compensation and Benefits:

Commensurate with experience.

Benefits package includes: Employee Health and Life insurance covered 100%, Flexible Spending Plan, voluntary vision and dental coverage, Pre-tax Commuter benefit and 403(b) retirement plan.

Access to the Wellness Center (MMDG's on-site exercise facility), free dance classes for you and your family (adults and kids), subsidized studio rental rates at the Dance Center

#### Applications:

Résumé

Cover letter including salary requirement and three professional references.

References will not be contacted without your prior consent

Applications without a salary requirement may not be considered

Indicate Manager of Institutional Giving on the subject line of email.

Applications in electronic format accepted at [jobs@mmdg.org](mailto:jobs@mmdg.org).

Disclalced, Inc is an Equal Opportunity Employer committed to a diverse workforce.

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