

Friday, August 30, 2019

Deputy Director of Philanthropic Engagement

Company: Jacobs Pillow Dance
Location: Becket, MA

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JOB DESCRIPTION

Title: Deputy Director of Philanthropic Engagement
Status: Full-time
Reports to: Director of Philanthropic Engagement

POSITION SUMMARY

Jacob's Pillow is a nationally and internationally renowned center for dance, home to the longest-running and largest dance festival in the U.S. (celebrating its 87th Festival in 2019), a recipient of the National Medal of Arts, and a National Landmark. Comprised of three stages, multiple studios (including a new, state-of-the-art facility), The School at Jacob's Pillow, a renowned Archives, and situated on a 220-acre campus in the Berkshires, the Pillow's mission is to support dance creation, presentation, education, and preservation, and to engage and deepen public appreciation and support for dance.

The position of Deputy Director of Philanthropic Engagement is a tremendous opportunity for an experienced Major Gifts professional to sustain, deepen, and expand a variety of fundraising avenues for the Pillow, including highest level Membership, capital campaign outreach, planned giving, and program underwriting by high net worth individuals. The Deputy Director of Philanthropic Engagement reports to the Director of Philanthropic Engagement and is responsible for managing a portfolio of approximately 200 donors and prospects. This position may be based either at Jacob's Pillow's home in the Berkshires in Becket, Massachusetts, in New York City, or in Boston. During the ten-week Festival (mid-June through late August) the position will be based on-site for most of every week. Travel to engage with prospective funders throughout the year may also be required.

The Deputy Director is responsible for cultivating and stewarding prospects, conducting prospect research, managing tracking and reporting on donor gifts, and closing a significant number of major gifts each year, working closely with senior staff at the Pillow and the Board of Directors.

DUTIES AND RESPONSIBILITIES

Manage a portfolio of prospects and current donors, maintaining frequent personalized contact.
Qualify, cultivate, and solicit donors for funding to meet institutional priorities and fundraising goals.
Design and implement effective strategies and tactics to actively engage donors and lead to solicitation and closed pledges and gifts.
Spearhead creative thinking for innovative gift proposals that inspire donors to make major gifts, and handle all steps of the gift process.
As needed, provide support to involve the Director of Jacob's Pillow, Director of Philanthropic Engagement, other key staff members, and volunteer leadership in developing prospect relationships.
Produce briefing materials and post-visit follow-up communications.
Meet budgetary and planning goals for visits, solicitations, closes and other meaningful contact with assigned portfolio.
Promptly record meetings and essential information in the database and manage prospects and gifts at the highest level.
Analyze activities to achieve progress towards agreed-upon goals.
Effectively utilize administrative support and delegate tasks as appropriate.

REQUIRED QUALIFICATIONS

Experience working in non-profit arts and/or dance-focused organizations.
Bachelor's degree or equivalent academic experience.
Minimum five to seven years fundraising experience and a track record of success in major gifts.
Excellent verbal and written communication skills.
Superior interpersonal skills; genuine interest in people.
Ability to travel.

SKILLS

Must be self-motivated with a passion for meeting and exceeding goals.
Strong strategic and tactical thinker and planner.
Demonstrated ability to engage in collaborative problem-solving with prospects and colleagues; highly organized in portfolio and time management.
Must be able to establish and maintain excellent rapport with donor constituents and colleagues.
Able to operate both independently and as an active participant in team-based strategies.
Ability to exercise sound judgment, diplomacy, confidentiality, and to exhibit a mature, professional, and positive approach at all times.
Versatile in standard office computer skills and online database systems.

TO APPLY

Send cover letter, resume, and three references to Ina Clark, Director of Philanthropic Engagement, iclark@jacobspillow.org, with "Deputy Director of Philanthropic Engagement" in the subject line.

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For more information:
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