

Saturday, August 17, 2019

## Development Fellow

Company: Jacob's Pillow  
Location: Becket, MA

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The Development Fellow will be deeply involved in all aspects of fundraising for Jacob's Pillow. While primarily working with other Pillow staff to engage with and obtain support from individuals, the Fellow may also be involved in such essential areas as research, the expansion of fundraising pipelines, writing proposals and letters, developing materials, database work, and in events and special projects. This position is an opportunity to participate in many aspects of non-profit and performing arts fundraising.

### Responsibilities

Work on the development, writing, creation, and implementation of both membership and annual giving donor appeals and renewals.  
Create timely and meaningful acknowledgments for gifts, and lead the process for responses within two days of gift receipt.  
Research and assist in developing new tactics for attracting and keeping donors.  
Develop and maintain the calendar for giving outreach.  
Work closely with Marketing to utilize their work in support of donor outreach and obtaining new and increased gifts.  
Support the Strategic Development Plan through all facets of the department's work.  
Support the maintenance of the Major Gifts pipeline to make sure it is timely, updated, and contains all key information.  
Work with Major Gifts on events that support the stewardship and cultivation of VIP donors and prospects.  
Help expand the Foundation pipeline through research and quality outreach.  
Work closely with the Development Systems Coordinator to use, develop, and optimize the keeping of comprehensive data and notes in the Tessitura database.  
Analyze all aspects of the Development department's work to help realize department goals.  
Manage the tracking of invoices and expenditures against the budget for the department.  
Work closely with The School, Community Engagement, Production, and the Archives to make sure that the Development group has the most up-to-date information on their fundraising needs and help develop opportunities to achieve these goals.  
Assist the Special Events Manager in planning, tracking, and implementing multiple events throughout the year.  
Participate in organization-wide activities and planning.  
Related tasks as assigned.

### February-May

Up to 2 days per week will be spent answering phones in the Box Office.

### Required Qualifications

Previous fundraising experience, preferably in a non-profit arts organization.  
Strong writing and verbal skills.  
Experience with fundraising databases, such as Tessitura, Salesforce, or Raiser's Edge.  
Experience working with Photoshop, InDesign, or other Creative Suite programs, a plus.

### Skills & Qualities

Demonstrated organizational skills.  
Ability to work with agility in a fast-paced environment.  
Effective communication skills.  
Strong attention to detail.  
Passion for and knowledge of dance and the performing arts is a major plus.

### To Apply

Please email cover letter, resume, and contact information for three references to [hr@jacobspillow.org](mailto:hr@jacobspillow.org) with "Development Fellow" in the subject line.

Only candidates with the strongest qualifications will be invited to interview for this position. All inquiries and materials will be confidential.  
Please do not mail hard copies.

This is a Full-Time Fellowship  
September 30, 2019-August 28, 2020

Download the job description and application

Jacob's Pillow  
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Becket, MA, 01223  
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For more information:  
Human Resources  
[hr@jacobspillow.org](mailto:hr@jacobspillow.org)

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