

Wednesday, February 8, 2023

Institutional Support Coordinator - Full Time

Company: Jacob's Pillow Dance Festival
Location: Becket, MA
Compensation: 40,000-52,000/year

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TITLE: Institutional Support Coordinator
STATUS: Full-time, Year-round Exempt
REPORTS TO: Associate Director of Philanthropy for Institutional Support
DEPARTMENT: Philanthropy
SALARY: \$40,000-\$52,000

POSITION SUMMARY:

This is an exciting time to join Jacob's Pillow Dance Festival as the organization looks forward to expanding its reach to ensure that its work is open and available to the broadest possible audiences. The Institutional Support Coordinator will support the development of institutional fundraising strategies and processes with a focus on Foundation and Government grant programs, which are essential to the Pillow's annual contributed income goals. The Institutional Support office is responsible for overseeing all Institutional relationships, which currently number more than 40 Foundations and 10 Government agencies and Consulate offices. The Institutional Support Coordinator position is a terrific opportunity for a self starting individual who has a passion for writing, ambition to learn and grow with a fast-paced team, and is interested in playing a key part in the future of dance at Jacob's Pillow. This position can be hybrid or remote, with occasional trips to the Berkshires for key events, as and when needed.

DEPARTMENT RESPONSIBILITIES:

The Institutional Support Coordinator works closely with the Associate Director of Philanthropy for Institutional Support to meet annual contributed income targets and grow the pipeline of institutional funders. The Coordinator plays an integral role within the Philanthropy team, working collectively to raise circa \$6.5M in the year ahead. The Coordinator manages their own portfolio of grant applications and correlating reports, in addition to supporting implementation of the Pillow's broader institutional fundraising strategies.

POSITION RESPONSIBILITIES:

Assist with writing letters of intent and adapting existing material for grant applications and proposals, budgets, and reports to Institutional supporters.

Compile guidelines and inform staff about support materials needed (i.e. metrics, expenses, contracts, etc.); gather documentation, complete forms in grantee portals; and submit final applications/reports online.

Prepare supplemental materials for grant applications and reports.

Manage Institutional records in Tessitura, including gift entry, using Plans for portfolio/campaign tracking, updating contact records, and generating monthly fund activity reports for staff.

Maintain online accounts for Foundation and Government supporters, ensuring that the Pillow is in compliance with requirements and annual updates (i.e. SAM registration, SMU DataArts, etc.)

Prospect Research, develop profiles, schedule meetings, and prepare meeting briefings.

Manage the grant acknowledgement process and routing of grant contracts for signature and required support materials.

Fulfill funder benefits, including crediting in organizational materials, email invites to funders and prospects, and coordinate funder visits to the Pillow during the Festival.

Update frequently used organizational documents (i.e. program one pagers, Board list, etc.), collect metrics for in-person and virtual programming, and maintain records in Philanthropy Drive.

Support the Philanthropy department with other daily functions as needed.

REQUIRED QUALIFICATIONS & SKILLS:

2+ years of experience working in non-profit sector or relevant role.
High school degree or equivalent.

Proficiency with G-Suite and Microsoft Office.
Excellent writing skills with attention to detail.
Experience working with a database /CRM.
Outstanding organizational and research skills.
Ability to work independently and detail-oriented, while part of a team.
Discretion and ability to maintain confidential information.
Committed to inclusion, diversity, equity and accessibility priorities aligned with Jacob's Pillow's IDEA values.
Excellent interpersonal and communication skills.
Ability to manage multiple projects concurrently.

DESIRED QUALIFICATIONS & SKILLS:

Tessitura experience
Within driving distance from Jacob's Pillow in Becket, Massachusetts
A desire to enter the arts fundraising field and an interest in dance

Qualified candidates from groups historically underrepresented in arts professions and fundraising are strongly encouraged to apply. Writing sample may be requested.

COVID-19 Information*

COVID vaccination with booster is required as a condition of employment. Jacob's Pillow observes COVID-19 protocols to ensure the safety of all employees. Protocols will evolve due to changing conditions, and are subject to change in accordance with local laws and regulations and medical direction.

*Effective January 1, 2023 the second booster will be required

About Jacob's Pillow

Jacob's Pillow is committed to providing an inclusive, diverse, accessible, and equitable environment that cultivates the celebration of the art of dance and its positive impact on communities. Jacob's Pillow's mission is to support dance creation, presentation, education, and preservation; and to engage and deepen public appreciation and support for dance. Organization-wide values include inclusion, leadership, integrity, flexibility, partnership, and sustainability. Learn more about Jacob's Pillow, its mission statement, and its values [here](#).

Jacob's Pillow is a registered 501(c)(3) not for profit organization and an equal opportunity employer. Jacob's Pillow provides equal opportunity for all employees and applicants without regard to race, color, creed, religion, gender, sexual orientation, national origin, age, marital status, mental or physical disability, pregnancy, military or veteran status, or any other basis prohibited by state or federal law. This policy also prohibits employees from harassing any other employee for any reason including, but not limited to, race, religion, sex, national origin, age, or disabled status.

Jacob's Pillow Dance Festival
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www.jacobspillow.org/employment

For more information:
HR
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