

Thursday, July 10, 2025

Individual Giving Officer

Company: Ballet Hispanico
Location: New York, NY
Compensation: \$80,000 - \$90,000

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Organization Profile

As the largest Latine and Hispanic cultural organization in the U.S. and designated an American Cultural Treasure by the Ford Foundation, Ballet Hispanico (BH) is a celebrated American dance institution delivering bold, inclusive, and authentic art experiences to tens of thousands in New York City, across the country, and around the world every year.

Led by Artistic Director & CEO Eduardo Vilaro, Ballet Hispanico's three main programs—the performing Company, the School, and Community Arts Partnerships—elevate the art of dance, challenge conventions, and bring communities together to celebrate the multifaceted Latine diasporas. BH's New York City headquarters houses the School, administrative offices, and several studios, providing the nation's physical home and cultural heart for Latine dance.

BH has a current annual operating budget of approximately \$9.5M. Sources include performance income, tuition, studio rental income, and charitable support from the government, foundations, corporations, board members, and individual donors. As it looks to the future, Ballet Hispanico is committed to continue nurturing artists, teachers, students, arts leaders, families, and communities through artistic excellence and the power of dance.

The Position

Ballet Hispanico is searching for a revenue-focused, donor-centric Individual Giving Officer (IGO) to join our Development department. A key member of the frontline fundraising team, the IGO identifies, cultivates, solicits, and stewards donors to support the mission and programs of Ballet Hispanico. The IGO's focus is growing and managing our Members and Patrons program of donors giving three- to five-figure gifts annually, as well as identifying major gift prospects. The IGO builds and cultivates relationship with Ballet Hispanico donors, ticket buyers, and prospects to deepen engagement and increase philanthropy, and serves as an ambassador for the organization and our programs while interacting with donors and prospects. Reporting to the Director of Development, the position collaborates with Development staff to ensure the overall revenue success of the department and to provide support for the annual gala and organizing in-house cultivation events. In their first year, the IGO will be expected to significantly improve the processes and data management structures around the Members & Patrons program, including through improved use of Salesforce for moves management and revenue tracking (both expected and received). They will also need to create and execute calendar- and fiscal-year-end appeals, and play a key role in coordinating and managing donor events at BH headquarters.

Responsibilities

- Manage and grow the Members and Patrons program of individual donors giving three- to five-figure gifts through prospect research and the development and execution of a systematic annual cadence of cultivation, solicitation, and stewardship plans, including monthly renewals
- Make well-timed asks to donors and prospects to renew and increase giving, including through creation and oversight of calendar- and fiscal-year-end campaigns, and direct solicitations
- Identify, cultivate, and manage prospects for higher level giving, and coordinate face-to-face meetings for senior team members with these prospects; develop portfolios of individual donors and prospects
- Serve as key member of team planning and executing the annual Gala, which includes fundraising tracking and solicitations
- Attend, support, and help manage all Development team special events related to Ballet Hispanico performances and events; attendance at Ballet Hispanico events and performances is mandatory
- Maintain in-depth knowledge of Ballet Hispanico's programming and funding priorities
- Work closely with the Director of Development and Associate Director of Individual Giving to align individual giving strategies with overall fundraising goals
- Provide regular updates and reports on activities and progress
- Maintain accurate and up-to-date records of donor interactions and contributions in Salesforce (CRM)
- Stay informed regarding trends and best practices in individual giving fundraising

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