

Thursday, August 5, 2010

## Associate Director for Institutional Giving, Jacob's Pillow

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JACOB'S PILLOW DANCE, hailed as "the hub and mecca for dancing in North America" (Time), "the dance center of the nation, possibly the world" (The New York Times), and "one of America's most precious cultural assets" (Mikhail Baryshnikov), seeks an energetic and organized ASSOCIATE DIRECTOR FOR INSTITUTIONAL GIVING to steward and grow the Pillow's institutional giving program, which in 2010 will be responsible for raising \$640,000 from approximately 40 foundation, government, and corporate sources, along with additional special project funding on a case-by-case basis.

The successful candidate will be an excellent wordsmith—able to write in a variety of different "voices"—with a strong strategic mindset: a "matchmaker" who can identify fundable opportunities, pair them with potential funders, foster the necessary organizational relationships, craft compelling written cases for support, steward the funder relationships long-term, and craft compelling written cases for support to realize gifts. An energetic self-starter, s/he will work proactively with the Jacob's Pillow senior management team to obtain the necessary programmatic, artistic, budgetary, and other information needed in a timely fashion, and s/he will ensure that no deadlines are missed. S/he will be able to function successfully in a pressured, deadline-driven environment.

The Associate Director for Institutional Giving will have excellent interpersonal skills and serve as the chief organizational liaison with institutional funders, including local businesses and government officials. Throughout the year, s/he will steward existing relationships and continually seek new ones. During the annual Festival, s/he will lobby decision makers to attend performances and make site visits, and s/he will act as their chief host/hostess for such visits, including effective pre-preparation and compelling post-visit follow up.

Year-round, s/he will work closely and collaboratively with colleagues in development and across the institution, but above all, s/he will be the master strategist responsible for growing and expanding the institutional giving effort: creating the annual strategy, organizing the funding deadline calendar, and then actively executing on time and on target while coordinating the staff around him/her to achieve and exceed annual institutional giving goals.

### POSITION REQUIREMENTS

- A Bachelor's or higher degree from an accredited university or college
- Three or more years of grant writing experience, with a demonstrable track record of success
- A working knowledge of the major funders in the performing arts sector
- Excellent organizational and interpersonal skills, and an ability to write quickly under pressure
- Proficiency in Microsoft Excel, Microsoft Word, and Raiser's Edge (or comparable fundraising software)
- The ability and willingness to work evenings and weekends during the summer Festival

### COMPENSATION

Compensation, including benefits, is competitive with similar level positions in the Berkshires, and will be negotiable according to qualifications and experience.

### HOW TO APPLY

For a comprehensive Position Guide to this opportunity, please telephone Mark Heimbigner at (917) 521-0987 or email JPAD@DunchArts.com.

To apply, please submit the following materials in MS Word or PDF electronic form to JPAD@DunchArts.com

- Cover letter and resume with salary history
  - Three (3) development writing samples, including one letter, one grant application, and one piece of your choice
  - Three (3) professional references, who will not be contacted without the approval of the candidate
- All inquiries and materials will be confidential. Applications will be acknowledged. Please do not mail hard copies.

\* \* PLEASE NOTE: Finalists in this search will be asked to complete a writing exercise under deadline \* \*

Jacob's Pillow Dance 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 for employment 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 employees for any reason including, but not limited to, race, religion, sex, national origin, age, or disabled status.

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