

Wednesday, December 14, 2011

JACOB'S PILLOW DANCE: Senior Grant Writer Based in New York

Download full Position Guide at <http://www.jacobspillow.org/about/employment/full-time-1/senior-grant-writer/#001158> To Apply, contact Emma Dunch, Dunch Arts LLC Tel: 212-877-0500 jpdf@duncharts.com www.duncharts.com [Share](#) | [Print](#) | [Download](#)

Jacob's Pillow Dance seeks a full-time, experienced, self-starting and accomplished Senior Grant Writer, based in New York City, Boston, or the Berkshires, to lead and grow the Pillow's institutional giving program, which in 2011 is 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. It is envisaged that this position will telecommute on a full-time basis, with intermittent travel to the Festival location throughout the year. S/he will report to the Director of Development, who travels frequently between the Berkshires and New York, and collaborate closely with one full-time institutional giving staff member living and working in the Berkshires.

The successful candidate will be a strong manager and 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, and steward the relationships to realize a gift. 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.

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