

Wednesday, September 30, 2015

Manager of Individual Giving

Company: Ballet Hispanico

Location: New York, NY

Compensation: Commensurate with experience.

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Ballet Hispanico seeks an energetic and experienced Manager of Individual Giving. Reporting to the Chief Development Officer, along with the Manager of Institutional Giving and the Development Assistant, the Manager of Individual Giving plays a vital role in creating and implementing a robust fundraising strategy.

The Manager of Individual Giving's primary responsibilities include day-to-day Development Department operations and building Ballet Hispanico's individual giving program through the Annual Fund, appeals and special events, with a strong focus on cultivation and stewardship of mid-level prospects and donors. The Manager of Individual Giving works closely with the Chief Development Officer, Executive Director and Board Chair on major gift fundraising.

Specific Duties (Include, but are not limited to):

Day-to-Day Development Department Operations

- Serve as first point of contact for prospective donors and current donor questions, needs and concerns.
- Process donations in Raiser's Edge in a timely and accurate manner and ensure that constituent records are accurate, consistent and up to date.
- In collaboration with the Marketing & Communications department, create and send regular updates to individual donors.
- Generate reports for various individuals and groups, including the Board of Directors, senior staff and others.
- Generate mailing lists as needed.
- Work to implement efficient practices and high quality customer service.
- Instill sense of shared responsibility for fundraising and development practices throughout Ballet Hispanico.

Individual Giving

- Play a significant role in creating strategies for donor identification, cultivation, solicitation and stewardship.
- Draft project specific pitches, individual giving requests, and donor correspondence.
- Conduct prospect/donor research and wealth screenings.

Special Events

- Actively participate in planning and executing the annual gala by preparing mailing lists, organizing mailings, coordinating logistics and staffing the actual event.
- Work with the Chief Development Officer, Executive Director, Board of Directors and others to conceptualize, plan and manage donor cultivation and stewardship of events including dinners, presentations, showings, tours, etc.

Attributes and Qualities

- Manages multiple projects effectively and simultaneously and is able to adapt quickly to changing priorities.
- Fosters and nurtures relationships with colleagues, volunteers and donors.
- Will have a sense of urgency about their duties and responsibilities.
- Performs with grace under pressure.
- Highly organized and detail-oriented.
- Results-driven, but patient and flexible.
- Resourceful and disciplined.
- Proactive, thoughtful and strategic.

Qualifications

- Bachelor's degree or equivalent experience.
- Raiser's Edge experience required.
- Minimum of 4 years of non-profit fundraising experience required.
- Strong project and time management skills.
- Excellent written and verbal communication skills.
- Computer literate and Microsoft Office proficient.
- Knowledge of Spanish is desirable, though not required;
- A commitment to Ballet Hispanico's mission.

Work Schedule/Salary

This position is scheduled Monday through Friday, though some evening and possibly weekend hours will be required during performance and events seasons. Salary is competitive and commensurate with experience. Ballet Hispanico provides an excellent benefits package, including individual medical, dental, and vision insurance, life insurance and a 403B plan.

How to Apply

To apply, please send your resume to Fredrick Pandian, Director of Finance & Administration at fpandian@ballethispanico.org. No phone calls, please. Job description also available for download [here](#).

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