Monday, April 11, 2022

Associate Director of Philanthropy for Major Gifts & Individual Support

Company: Jacob's Pillow Dance Festival
Location: Becket, MA
Compensation: 80,000-105,000

The position of Associate Director of Philanthropy for Major Gifts & Individual Support is a tremendous opportunity for an experienced Major Gifts and Individual Support professional to sustain, deepen, and expand a variety of fundraising avenues for the Pillow, including highest level Membership, Major Gifts programs, planned giving, and program underwriting by high net worth individuals and other donors who have the potential of increasing their Pillow giving. The Associate Director of Philanthropy for Major Gifts & Individual Support reports to the Chief Philanthropy Officer* and is responsible for managing a portfolio of approximately 200 donors and prospects. The position will directly supervise the Manager of Membership & Individual Support, helping guide all Pillow fundraising strategies and tactics for increasing contributed income from individuals. The Associate Director of Philanthropy for Major Gifts & Individual Support may be based either in the Berkshires, the region that surrounds Jacob's Pillow's home in Becket, Massachusetts, or in New York City, and can include working remotely during a great deal of the year. During the summer Festival (mid-June through late August) the position will be based on-site in the Berkshires.

The Associate Director of Philanthropy for Major Gifts & Individual Support is responsible for cultivating and stewarding prospects, conducting prospect research and wealth tracking, managing reporting on donor gifts, and closing a significant number of major gifts each year, working closely with senior staff at the Pillow and the Board of Directors.

**The nationwide search for a Chief Philanthropy Officer is in its final stages. This exciting new hire will review applications and conduct interviews for the Associate Director of Philanthropy for Major Gifts & Individual Support role upon arrival.*

DUTIES AND RESPONSIBILITIES

-Manage a portfolio of prospects and current donors, maintaining frequent personalized contact.
-Qualify, cultivate, and solicit donors for funding to meet the Pillow's individual support priorities and fundraising goals.
-Design and implement effective strategies and tactics to actively engage donors and lead to solicitations and closed pledges and gifts.
-Lead the School Sponsorship program, growing this important resource and using it as a stepping stone for increased engagement.
-Spearhead creative thinking for innovative gift proposals that inspire donors to make major gifts, and handle all steps of the gift, pledge, and fulfillment processes.
-Expand the Individual Giving area of Pillow fundraising at all levels by supervising the Manager of Membership and Individual Support to cultivate these relationships to more actively result in additional and increased gifts.
-Work closely with the Chief Philanthropy Officer to develop methods that increase individual fundraising while supporting the Pillow's clear and stated goals in inclusion, diversity, equity, and access.
-As needed, provide support to involve the Executive & Artistic Director of Jacob's Pillow, Chief Philanthropy Officer, other key staff members, and volunteer leadership in developing prospect relationships.
-Produce briefing materials and post-visit follow-up communications.
-Meet budgetary and planning goals for visits, solicitations, and gift closing.
-Promptly record meetings and essential information in the database and manage prospects and gifts at the highest level.
-Analyze activities to measure progress.
-Effectively utilize administrative support and delegate tasks as appropriate.

REQUIRED QUALIFICATIONS

-A passion for dance.

-Experience working in non-profit organizations (preferably arts and/or dance-focused).
-Bachelor's degree or equivalent academic experience.
-Minimum seven years of fundraising experience and a track record of success in initiating and closing major gift solicitations, and in managing staff.
-Excellent verbal and written communication skills.
-Superior interpersonal skills; genuine interest in people.

SKILLS

-Must be self-motivated with a passion for meeting and exceeding goals.
-Strong strategic and tactical thinker and planner.
-Demonstrated ability to engage in collaborative problem-solving with prospects and colleagues; highly organized in portfolio and time management.
-Must be able to establish and maintain excellent rapport with donor constituents and colleagues.
-Able to operate both independently and as an active participant in team-based strategies.
-Ability to exercise sound judgment, diplomacy, confidentiality, and to exhibit a mature, professional, and positive approach at all times.
-Versatile in standard office computer skills and online database systems.

ABOUT JACOB'S PILLOW

Jacob's Pillow, a National Historic Landmark and recipient of the National Medal of Arts, is a year-round center for dance and home to America's longest-running international dance festival. Located in the beautiful Berkshires area of Western Massachusetts, the Pillow encompasses the world-renowned, international Jacob's Pillow Dance Festival, presenting more than 50 dance companies and over 350 events each summer and other major components that make up our comprehensive mission in service to dance. These include The School at Jacob's Pillow, one of the most prestigious professional dance training centers in the U.S.; the Pillow Lab, a residency program that supports new choreography; Community Engagement programs that serve local school children, artists, and community members ; rare and extensive dance Archives, open to the public and available online at www.danceinteractive.jacobspillow.org, chronicling over a century of dance through photographs, videos, and programs; and Apprenticeships, a Fellows Program, and an Internship Program that provide professional advancement and training .

COVID vaccination with the additional booster (if eligible) is required as a condition of employment.

Fully vaccinated for COVID-19 is more than 2 weeks after having received the second dose in a 2-dose series (Pfizer-BioNTech or Moderna), or more than 2 weeks after having received a single-dose vaccine (Johnson and Johnson [J&J]/Janssen).

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.

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