

Wednesday, December 7, 2022

Manager of Institutional Giving at National Dance Institute

Company: National Dance Institute
Location: New York, NY
Compensation: \$60,000-\$65,000

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Overview

For over four decades, National Dance Institute has been delivering its award-winning arts and learning programs to public school children throughout New York City and around the world in the belief that the arts, and dance and music in particular, have a unique power to engage children and motivate them toward excellence in all aspects of their lives.

NDI is in an exciting growth period and is looking for a talented and motivated Manager of Institutional Giving to join our Development team. The position offers a great opportunity for a dynamic, engaging, and accomplished team player who is enthusiastic about being part of an established and growing organization.

The Manager of Institutional Giving will report to the Deputy Director of Advancement and will be responsible for guiding NDI's foundation, corporate, and government fundraising efforts. The salary for this position is \$60k-\$65k.

Core responsibilities include:

- Developing and executing institutional fundraising strategies.
- Writing proposals, letters, reports, and conveying the power and essence of NDI's mission and programs in compelling and resonant language.
- Leading the stewardship of institutional donors.
- Coordinating and hosting site visits for program officers.
- Creating and managing the foundation, government, and corporate grants calendar.
- Meeting with government officials, staff members and handling government contracts and grants.
- Identifying new prospects and directing the research and cultivation of new funders.
- Liaising with senior NDI program and artistic staff to update statistics and create new narratives reflecting NDI's programs.
- Building annual revenue projections and creating year-to-date reports.
- Maintaining organizational registration status and documents in city, state, and federal grant portals.
- Working with Finance on creating budgets and financial narratives for grant requests and reports.
- Preparing and maintaining all contracts and grant agreements with institutional funders.
- Other tasks as assigned.

Qualifications

- 3-5 years of relevant experience, and the desire to be part of a dynamic fundraising team that supports NDI's work of providing the highest-quality arts education programs to more than 6,000 New York City public school children each year.
- Proven ability to build a team environment through supporting and mentoring staff to best support the organizational needs and their professional development.
- Strong interpersonal and written communication skills with the ability to communicate technical budget and financial information to board members and staff.
- Must be an exceptional writer, quick learner, creative thinker, team player, personable, detail-oriented, and deadline-sensitive.
- Knowledge of Raiser's Edge database a plus.
- Bachelor's degree is required.

To Apply

Please email resume, cover letter, and a writing sample, to the Deputy Director of Advancement at jobsearch@nationaldance.org. No phone calls.

NDI is an equal employment opportunity employer. Our policy is to select, place, train and promote the best-qualified individuals based upon relevant factors such as work quality, attitude, and experience. We do not discriminate on the basis of race, religion, creed, color, national origin, sex, age, disability, marital status, familial status, military status, domestic violence status, sexual orientation, predisposing genetic characteristics, or any other factor protected by applicable federal, state or local law.

National Dance Institute
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<https://nationaldance.org/manager-of-institutional-giving/>

For more information:
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