

Monday, February 13, 2023

Grants & Institutional Giving Manager

Company: Ballet Hispánico
Location: New York, NY
Compensation: \$75,000-\$85,000

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Organization Profile

Ballet Hispánico (BH) is the largest Latinx/Latine/Hispanic cultural organization in the United States and one of America's Cultural Treasures. BH's three main programs, the Company, School of Dance, and Community Arts Partnerships, bring communities together to celebrate the multifaceted Hispanic diasporas. BH's New York City headquarters provide the physical home and cultural heart for Latinx dance in the United States. It is a space that initiates new inclusive cultural conversations and explores the intersectionality of Latine cultures. The BH mission opens a platform for new social dialogue and nurtures and sees a community in its fullness. Through its exemplary artistry, distinguished training program, and deep-rooted community engagement, BH champions and amplifies Latine voices in the field. For over fifty years, BH has provided a place of honor for the omitted, overlooked, and othered. As it looks to the future, BH is pushing the culture forward on dance and Latine creative expression issues.

BH recently embarked upon a comprehensive strategic planning process to identify new opportunities to showcase and leverage the organization's world-renowned dance company, school of dance, and thought leadership in the arts, culture, education, and social justice spaces.

BH has a current annual operating budget of approximately \$7.9M. Sources include performance income, tuition, studio rental income, and charitable support from the government, foundations, corporations, board members, and other individual donors.

The Position

Reporting to the Chief Development & Marketing Officer, the Institutional Giving Manager is a key member of the External Affairs team. They work closely with the Manager of Individual Giving, Events Manager, Development Coordinator, and staff across the organization to fulfill our goals of increasing annual contributed income. The Institutional Giving Manager will be a goal-oriented, exceptional writer who works independently and cross-departmentally to produce compelling collateral materials for BH.

Responsibilities

- Manages a portfolio of institutional donors.
- Develops fundraising strategies to meet annual revenue goals and to expand grant and sponsorship support from foundations, corporations, and government.
- In collaboration with the Chief Development Officer and senior leadership team, conceptualizes and writes effective proposals, reports, correspondence, and other materials for funders.
- Manages the stewardship of all institutional grants, including coordinating with departments regarding the purpose and use of funds to conform to funder intent; manages organizational, programmatic data collection and analysis to generate reports for funders; responds to funder requests and requirements for data and other items as needed.
- Manages a comprehensive calendar of past, current, and upcoming proposals and reports.
- Conducts prospect research to identify new funding opportunities for the organization.
- Represents Ballet Hispánico at donor meetings, briefings, and other events as needed.
- Works closely with staff to gain the necessary knowledge of programs to effectively communicate to funders through proposals, reports, meetings, and site visits.
- Contributes to maintaining accurate revenue information and reports in the Salesforce database.
- Prepares presentations, pitch decks, and other communications for cultivation, solicitation, and stewardship of institutional donors.
- Acquires and maintains detailed knowledge and understanding of the organization's mission, values, strategic goals, and programs to develop persuasive donor materials.
- Assists Company, School of Dance, and Community Arts Partnerships departments in managing grant-funded projects, including program and budget components, and ensures compliance with grant requirements.
- Organizes and attends donor visits, tours, and presentations and manages other stewardship opportunities.

Qualifications

- Significant track record of success in institutional fundraising.
- 4+ years of successful grant writing and grant management experience. City, state, and/or federal government contract experience is required.
- Experience using government portals such as Grants Gateway, and SAM is a must.
- Firm understanding of grant proposal and application submission processes.
- Excellent interpersonal, written, and oral communication skills.
- Highly meticulous and creative with excellent organizational and time-management skills.
- Bachelor's degree required.
- Highly organized with strong attention to detail.

- Passion, enthusiasm, focus, creativity, and a positive outlook.
- Proficient in MS Office Suite (Teams, Word, Excel, PowerPoint, and Outlook) and Zoom.
- Knowledge of Salesforce or a comparable CRM is a must.
- Able to work evenings and weekends when needed.

Preferred

- Knowledge of Salesforce or comparable CRM.
- Knowledge of Latinx culture, dance, and dance education.
- Knowledge of the Spanish language.

Work Environment

This position is based at BH's headquarters on the Upper West Side of New York and will have a hybrid in-person/remote schedule with three days a week in the office.

Compensation

This is a full-time position for immediate hire. Salary and benefits are competitive with nonprofit organizations of comparable scope and scale. The salary range for this position is \$75,000-\$85,000. We offer a comprehensive benefits package, including health insurance, 403(b) retirement savings plan, and flexible paid time off.??

To Apply

For expressions of interest or nominations please contact: Mary-Ellen Betterton, Betterton Associates, LLC, at maryellen.betterton@gmail.com (212) 951-0757

COVID-19 Protocols

Those offered a position with BH will be required to confirm a completed COVID-19 vaccination as a condition of employment. To assist any individual who is unable to be vaccinated because of a medical condition or who objects to being vaccinated based on sincerely held religious beliefs and practices, BH will engage in an interactive process to determine if a reasonable accommodation can be provided so long as it does not create an undue hardship for the BH and does not pose a direct threat to the health or safety of others in the workplace and/or to the employee. To request an accommodation, please notify BH Human Resources in writing at fpandian@ballethispanico.org.

Ballet Hispánico is an equal-opportunity employer.

Ballet Hispánico
167 W 89th St
New York, NY, 10024
9089171871
<https://www.ballethispanico.org/about/administration/employment/institutional-Giving-Manager.html>

For more information:
Mary-Ellen Betterton
maryellen.betterton@gmail.com
2129510757

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