

Monday, March 24, 2025

Director of Institutional Advancement-Martha Graham Dance Company

Company: Martha Graham Dance Company
 Location: New York, NY
 Compensation: 125,000

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The Martha Graham Center of Contemporary Dance, home to the oldest dance company and professional dance school in the United States, seeks a self-motivated Director of Institutional Advancement who will serve the mission of the Company and its School as a key partner in the development team. Reporting to the Executive Director and working closely with the Director of Development Operations and Development Associate, the successful candidate will lead efforts to expand the donor base, increase annual support, develop new corporate and foundation relationships, and expand program support. The Director will also work closely with consultants working in the areas of the Center's capital campaign, The First and the Future, and gala events. As the Graham Company and School continue 100th Anniversary celebrations, this position presents an exciting opportunity for a highly motivated individual with demonstrated success in the field of non-profit fundraising.

Responsibilities

- Lead the Center's development team
- Increase patron memberships and contributions, focusing on patrons at and above the \$5,000 level
- Establish and maintain relationship with donors
- Establish membership and patron benefits program
- Establish and maintain relationships with elected officials
- Pursue funding opportunity through New York government sources
- Initiate immediate, personal acknowledgements through email and/or phone
- Review all acknowledgement letters
- Implement fundraising campaigns and develop targeted donor events
- Keep abreast of changing activity in Salesforce/Patron Manager database
- Pursue development and sponsorship opportunities at and above the \$5,000 level
- Lead regular development meetings and keep the Executive Director fully informed on fundraising activity
- Provide information and respond to requests from Board members, especially those serving on the Executive Committee
- Participate in all special events and many performances
- Participate in creating grant proposals and provide application support materials as requested by the Director of Development Operations
- Work with the development team and General Manager to ensure that all development financial records are accurate and available to approved staff
- Assume such additional duties as assigned by the Executive Director

Qualifications

- Bachelor's degree or equivalent experience
- Three years effective experience as a development or marketing professional
- Prior service in a supervisory role
- Familiarity with and dedication to nonprofit work
- Commitment to serving the artistic mission
- Excellent command of the written and oral English language
- Familiarity with a second language preferred
- A positive, "can-do" outlook and a willingness to seek creative solutions to the challenges at hand
- A collaborative approach to working with colleagues
- Attention to detail, focus on excellence and first-rate organizational skills
- Proficiency in Microsoft Office Excel and Word
- Ability to use database information to advance development activity
- Understanding of marketing tools and ability to use marketing to advance development activity
- Ability to work weekends and evenings as needed

How to Apply

Send letter of application and resume to aapostol@marthagraham.org. Three references will be required should an applicant move to the interview stage. Phone calls are not accepted. Acknowledgments will be sent only to applicants under consideration. Allow up to two weeks for initial review. Your interest is appreciated!

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For more information:
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