

DANCE THEATRE OF HARLEM
JOB DESCRIPTION
Manager of Institutional Giving
Status: Full Time, Exempt

Dance Theatre of Harlem is a leading dance institution of unparalleled global acclaim, encompassing a world-renowned Company, a professional studio School, Dancing Through Barriers®, a national arts and education program, and community engagement activities. Each component of Dance Theatre of Harlem carries a solid commitment towards enriching the lives of young people and adults around the world through the arts.

Founded in 1969 by Arthur Mitchell and Karel Shook, Dance Theatre of Harlem was considered “one of ballet’s most exciting undertakings” (The New York Times, 1971). Shortly after the assassination of The Reverend Dr. Martin Luther King, Jr., Mitchell was inspired to start a school that would offer children — especially those in Harlem, the community in which he was born — the opportunity to learn about dance and the allied arts. Now in its fifth decade, Dance Theatre of Harlem has grown into a multi-cultural dance institution with an extraordinary legacy of providing opportunities for creative expression and artistic excellence that continues to set standards in the performing arts. Dance Theatre of Harlem has achieved unprecedented success, bringing innovative and bold new forms of artistic expression to audiences in New York City, across the country and around the world.

Reporting to the Director of Institutional Giving, the Manager of Institutional Giving will help the development team build the organization’s ability to raise and manage support from public and private sources (foundations, corporations, government).

Primary Duties Include:

- Develop and implement strategies for solicitation that will grow annual revenue from institutions and work collaboratively with other program areas to advance fundraising goals.
- Manage acknowledgement process for all foundation, corporate, and government donors.
- Take lead responsibility on managing a portfolio of government funders.
- Maintain an accurate, up-to-date calendar of all deadlines.
- Organize and maintain all institutional donor records, including donor database and hard files, and develop new systems for tracking donor and prospect relationships.
- Work closely with the Development team to create compelling written materials that directly support fundraising from institutional donors, including letters of inquiry, concept papers, grant proposals and progress reports.
- Work closely with the Development team to provide targeted research to identify prospective national and local foundation and corporate donors, and government grants, and develop detailed prospect profiles and reports.
- Work closely with the Finance and Development Teams to ensure appropriate development and monitoring of grant budgets and oversee foundation financial reporting requirements.
- Participate in the planning and execution of Department priorities, including fundraising events.

Candidate Qualifications

- Bachelor's degree and a minimum of 3 - 5 years of relevant experience required
- Impeccable writing and editing skills; ability to translate complex ideas and strategies into clear, concise, and compelling narratives
- Excellent research skills, with experience researching foundation, corporation and government funders
- Proven record of working independently and managing and executing multiple projects
- Proven ability to write quickly and persuasively under deadline pressures
- Excellent interpersonal skills, including ability to work well with staff at all levels, interact with donors, and represent the organization tactfully and diplomatically
- Experience with grant writing and reporting
- Experience working with a fundraising database
- Prior experience fundraising for educational or performing arts non-profits

Terms and Conditions

- Eligibility to work in USA
- Full time with some evening and/or weekend work may be required at times
- Compensation: Salaried, commensurate with experience and education, includes DTH fringe benefits

How to Apply

Submit a cover letter and resume to dthsearch-devo@dancetheatreofharlem.org. In the subject line please include your first and last name, and "Manager, Institutional Giving Search." No phone calls please. Search open until filled.

Dance Theatre of Harlem is an equal opportunity Employer