

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

Dance Theatre of Harlem is a leading dance institution of unparalleled global acclaim, encompassing a professional performing Company, a leading arts education center and Dancing Through Barriers®, a national education and community outreach program. 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 Senior Director of Development, the Director of Institutional Giving will execute and manage a robust institutional fundraising plan that supports significant growth and long-term sustainability for Dance Theatre of Harlem.

The Director of Institutional Giving will focus on foundation, government and corporation cultivation, stewardship, and solicitation. In addition, this role will focus on researching new funding opportunities, and building an expanding portfolio of institutional funders. The position will also be responsible for multi-dimensional fundraising activities that include grants management, corporate involvement, and cultivation events. The position will be working in collaboration with the Senior Director of Development, the Director of Individual Giving, the Manager of Institutional Development, the Executive Director and Board of Directors.

**Primary Duties Include:**

Solicitation & Strategy

- In collaboration with the Senior Director of Development, create and implement a strong fundraising strategy and plan targeting foundations, corporations, and government agencies
- Initiate, cultivate, manage, and steward relationships with current foundation, corporation and government funders, expanding an existing portfolio with the goal of increasing revenue from institutional funders
- Grow and maintain active pipelines and manage communications with existing and potential institutional donors
- Identify fundraising opportunities, including program areas for funding aligned to organizational goals, and influence institutional funders when they are forming their strategies

- Monitor and implement best practices and understand fundraising trends in order to advise on strategy

#### Grant Writing & Reporting

- Conceptualize and write compelling case statements and proposals for institutional funders, including complex proposals that require working closely with DTH staff and Board
- Ensure all application materials (e.g. narrative and attachments) are of the highest quality and all deadlines are met
- Generate accurate and timely responses for all due diligence requests and/or grant reports during and after the grant agreement
- Maintain the highest levels of accountability and compliance standards for donors and funding sources

#### Other Development Activities

- Manage and maintain org-wide calendar of proposal and report deadlines
- Ensure timely submission to funders, and that deliverables and milestones are tracked appropriately for all grants
- Develop and implement grant contract review processes
- Work closely with the Manager of Institutional Giving and Development Associate to maintain accurate and updated information in Raiser's Edge
- Lead and execute site visits for current and potential funders
- Complete other assignments and special projects as needed
- Supervises Manager of Institutional Giving

#### Supervision

##### Direct:

- Manager of Institutional Giving
- Grant Writer

##### Indirect:

- Development Associate

#### Candidate Qualifications

- Bachelor's degree and a minimum of 5 - 7 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 an eye to researching foundation, corporation and government funders
- Proven ability to effectively develop and steward long-term relationships with institutional funders and internal and external stakeholders
- Strong project management skills with excellent attention to detail
- Experience working with diverse and cross-functional teams
- Flexibility and ability to adapt to rapid change
- Experience with customer relationship management (CRM) databases
- Team player who can collaborate across verticals
- Ability to work independently with a strong commitment to deadlines

### Terms and Conditions

- Eligibility to work in USA
- Compensation: Salaried, commensurate with experience and education, includes DTH fringe benefits
- Requires regular office hours, although, some evening and weekend work may be required.

Dance Theatre of Harlem is an equal opportunity Employer