

# JACOB'S PILLOW DANCE



## Position Guide

*Jacob's Pillow Dance welcomes nominations and applications for the position of:*

### **SENIOR GRANT WRITER: NEW YORK OR BOSTON-BASED**

*A full-time, salaried, telecommuting position with intermittent travel to the Berkshires, MA  
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Prepared by Dunch Arts, LLC  
40 West 72<sup>nd</sup> Street, Suite 25  
New York, NY 10023  
Tel: (212) 877-0500  
[JPDF@DunchArts.com](mailto:JPDF@DunchArts.com)



PHOTOS: L-R: Christopher Duggan, John Lindquist © Harvard Theatre Collection, John Van Lund, Christopher Duggan

## THE ORGANIZATION

**JACOB'S PILLOW DANCE**, hailed as “the hub and mecca for dancing in North America” (*Time*), “the dance center of the nation, possibly the world” (*The New York Times*), and “one of America's most precious cultural assets” (Mikhail Baryshnikov), is a treasured National Historic Landmark and home to America's longest running international dance festival.

Each year, tens of thousands of people the world over travel to the culture-rich Berkshires region of Massachusetts to:

- Experience [Jacob's Pillow Dance Festival](#) each summer, featuring more than 50 dance companies on three stages, and 200 free performances, talks, and events;
- Explore and study in the Pillow's rare and extensive dance [Archives](#) (and “[Virtual Pillow](#)” online hub);
- Participate in artist school residencies and other [Community Dance Programs](#) for all ages;
- Train at [The School at Jacob's Pillow](#), one of the world's most highly regarded professional dance training centers;
- Perform, teach, and interact with other world-renowned artists at the Festival; and
- Develop new works via [Creative Development Residencies](#) and commissioning programs.

Under the visionary leadership of Executive Director Ella Baff, who also serves as the organization's artistic leader, Jacob's Pillow Dance has an annual operating budget of \$5.2m and prides itself on running a deficit-free enterprise. Its endowment is valued at more than \$6m, and it has additional cash reserves. It is governed by a 22-member Board of Directors, led by philanthropist Joan Hunter, and employs 28 full-time staff, 60 seasonal staff, and 34 interns. A comprehensive strategic plan, [Jacob's Pillow 2010-14: Art, Audiences, and Pride of Place](#) and a [Campus Master Plan](#) guide its long-term direction.

Jacob's Pillow has three times earned a place in American history: first, as a station on the Underground Railroad, when it was a family farm dating from the late 1700's; again in 1933, when it was dedicated to dance performance and education by American dance pioneer Ted Shawn; and most recently in 2003, when the Pillow was named a National Historic Landmark for its contribution to the arts and cultural life in America—the first, and only, dance institution to achieve this honor. Jacob's Pillow will proudly celebrate its 80<sup>th</sup> anniversary in 2012 with a spectacular range of special artistic events.

Throughout its long and storied history, the Pillow has been a creative magnet for the world's leading dancers, choreographers and companies—premiering more than 90 works in the past five years alone. The Pillow is internationally known for extending the boundaries of creativity beyond dance, through wide-ranging collaborations in film, visual arts, music, and technology. For example, the extraordinary partnership of Mark Morris and Yo Yo Ma, *Falling Down Stairs*, choreographed to Bach's Suite No. 3 for Unaccompanied Cello, was created at the Pillow, filmed on site, and broadcast around the world; organizational creative partners include MASS MoCA, the Boston Symphony Orchestra's Tanglewood, the Clark Art Institute, and the Berkshire International Film Festival, among others.



PHOTOS: L-R: Karli Cadel, Karli Cadel, Karli Cadel, Christopher Duggan

## THE POSITION

Jacob's Pillow Dance seeks a full-time, experienced, self-starting and accomplished **SENIOR GRANT WRITER**, based in New York City, Boston, or the Berkshires, to lead and grow the Pillow's institutional giving program, which in 2011 is responsible for raising \$640,000 from approximately 40 foundation, government, and corporate sources, along with additional special project funding on a case-by-case basis. It is envisaged that this position will telecommute on a full-time basis, with intermittent travel to the Festival location throughout the year. S/he will report to the Director of Development, who travels frequently between the Berkshires and New York, and collaborate closely with one full-time institutional giving staff member living and working in the Berkshires.

The successful candidate will be a strong manager and an excellent wordsmith—able to write in a variety of different “voices”—with a strong strategic mindset: a “matchmaker” who can identify fundable opportunities, pair them with potential funders, foster the necessary organizational relationships, craft compelling written cases for support, and steward the relationships to realize a gift. An energetic self-starter, s/he will work proactively with the Jacob's Pillow senior management team to obtain the necessary programmatic, artistic, budgetary, and other information needed in a timely fashion, and s/he will ensure that no deadlines are missed. S/he will be able to function successfully in a pressured, deadline-driven environment.

The Senior Grantwriter will have good interpersonal skills and serve as the chief organizational liaison with institutional funders, including local businesses and government officials. Throughout the year, s/he will steward existing relationships and continually seek new ones. During the annual Festival, s/he will lobby decision makers to attend performances and make site visits, and s/he will act as their chief host/hostess for such visits, including effective pre-preparation and compelling post-visit follow up.

Year-round, s/he will work closely and collaboratively with colleagues in development and across the institution, but above all, s/he will be the master strategist responsible for growing and expanding the institutional giving effort: creating the annual strategy, organizing the funding deadline calendar, and then actively executing on time and on target while coordinating the staff around him/her to achieve and exceed annual institutional giving goals.

## POSITION REQUIREMENTS

- A Bachelor's or higher degree from an accredited university or college
- Three or more years of grant writing experience, with a demonstrable track record of success
- Dance field knowledge is ideal
- A working knowledge of the major funders in the performing arts sector is essential, with preference given to those candidates who have existing personal relationships with key funders
- Excellent organizational and interpersonal skills, and an ability to write quickly under pressure
- Proficiency in Microsoft Excel, Microsoft Word, and Raiser's Edge (or comparable fundraising software)
- The ability and willingness to travel to Becket, MA and work evenings and weekends during the Festival



## ROLES & RESPONSIBILITIES

- 1. STRATEGY DEVELOPMENT:** Create and manage the annual institutional giving strategy and calendar, liaising and consulting with the Development Director, Executive Director, General Manager, and senior staff colleagues as necessary. Track and coordinate relationships between individual donors, Board members, and local constituents that can be utilized in support of institutional funding applications and relationships.
- 2. PORTFOLIO MANAGEMENT:** Execute the annual calendar of institutional giving deadlines, notifications, and reports; write applications, letters of inquiry, grant reports and other documentation as required; track grant-related project execution and liaise with program colleagues on project fulfillment and completion; proactively track and collect grant reporting statistics, budgets, and supporting materials throughout the year.
- 3. INSTITUTIONAL GIVING RESOURCES:** Maintain and update central files on all institutional funders; actively foster ongoing discussions with funders to anticipate and respond to trends, policies and best practices in the field; maintain standard organizational materials such as Board lists, organizational descriptions, audited financials, staff biographies, etc.
- 4. FINANCIAL MANAGEMENT:** Prepare monthly senior management financial reports on institutional giving results against budget, and liaise with the Director of Finance and colleagues to create appropriate project budgets for grant proposals.
- 5. STEWARDSHIP:** Actively foster and renew institutional giving funder relationships; manage institutional funder correspondence and contracts; updating funders on Pillow activities and organizing site visits and special events; and continually seek new relationships that will benefit the organization.

## COMPENSATION

Compensation, including benefits, is competitive, and will be negotiable according to qualifications and experience.

## HOW TO APPLY

Confidential telephone calls and inquiries are encouraged and welcomed, to Emma Dunch or Stephanie Altman Dominus of Dunch Arts, LLC, at (212) 877-0500. To formally apply, please submit the following materials in MS Word or PDF electronic form to [JPDF@DunchArts.com](mailto:JPDF@DunchArts.com)

- Cover letter and resume with salary history
- Four (4) development writing samples, including one government, one corporate, and two foundation proposals
- Three (3) professional references, who will not be contacted without the approval of the candidate

***All inquiries and materials will be confidential. Applications will be acknowledged. Please do not mail hard copies.***

*Jacob's Pillow Dance is a registered 501(c)(3) not for profit organization and an equal opportunity employer. Jacob's Pillow provides equal opportunity for all employees and applicants for employment without regard to race, color, creed, religion, gender, sexual orientation, national origin, age, marital status, mental or physical disability, pregnancy, military or veteran status, or any other basis prohibited by state or federal law. This policy also prohibits employees from harassing any other employees for any reason including, but not limited to, race, religion, sex, national origin, age, or disabled status.*

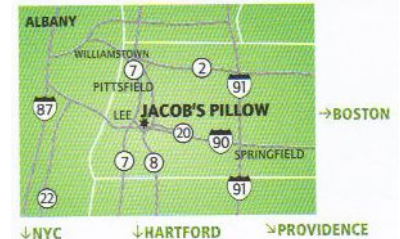


PHOTO: Massachusetts Office of Travel & Tourism

## THE COMMUNITY

The Berkshires region of Massachusetts is conveniently located within easy driving distance of major metropolitan locations including New York (NY), Boston (MA), and Albany (NY), and consistently ranks as one of the most culturally rich, picturesque and family friendly locations in the United States. Transplanted, commuting, and telecommuting New Yorkers and second homeowners give the region its increasing reputation for a sophisticated quality of life. The region was voted 7<sup>th</sup> on *National Geographic Traveler's* December 2009 list of "World's Great Places," and as a "Top 10 U.S. Housing Market" for the next decade by *U.S. News & World Report* in June 2009.

**CULTURAL DESTINATION:** The Berkshires comprises 30 attractive, highly livable New England towns which are home to many internationally known cultural institutions, including the Boston Symphony Orchestra's Tanglewood Music Festival, Jacob's Pillow Dance Festival, MASS MoCA, Shakespeare & Company, Williamstown Theatre Festival, Berkshire Theatre Festival, Barrington Stage Company, the Norman Rockwell Museum, The Clark Art Institute, and other notable arts and historical non-profit organizations.



**DEMOGRAPHICS:** The year-round Berkshire County population is 130,000, which swells by thousands more during the summer months. The year-round population is 48% men and 52% women, and just over half of it is under 45 years of age. The climate is typical of the northeast: from April-October, average temperatures range from 58-81°; from November-March, they range from 32-48°. Crimes rates are low. [SOURCE: Berkshire Chamber of Commerce, [www.berkshirechamber.com](http://www.berkshirechamber.com)]

**COST OF LIVING:** Berkshire County's *Cost of Living Index* is approximately 60% less expensive than New York City, 25% less expensive than Boston, and equal to Albany, NY. 30% of the population earns \$75,000 or more; the largest employers are Berkshire Health (health/hospitals), Williams College (higher education), and Crane & Company (paper manufacturing). [SOURCE: Berkshire Chamber of Commerce, [www.berkshirechamber.com](http://www.berkshirechamber.com)]

**HOUSING:** Residential housing prices in the region are highly competitive, with lower rates than the majority of comparable areas in New England and the Northeast. Jacob's Pillow, located in Becket, MA, is closest driving distance to the larger towns of Stockbridge, Lenox, and Lee, and within 30 minutes of other significant South County towns such as Great Barrington and Pittsfield. There are many lovely country living options nearby in less concentrated areas such as Otis, Tyringham, and Becket itself; other residential options within 60 minutes' drive include Berkshire County north of Pittsfield, Albany (NY), the Five Colleges area, Northwest Connecticut, and the burgeoning Hudson Valley area of Columbia County, NY. As of June 2010, freestanding 2-bedroom family homes in Berkshire County ranged upwards in sales price from approximately \$95,000. [SOURCE: Berkshire County Board of Realtors, [www.berkshirerealtors.com](http://www.berkshirerealtors.com)]

**EDUCATION:** Berkshire County has an outstanding K-12 public school system, comprising 45 elementary and middle schools, 11 secondary schools, and 18 private and parochial schools. The region is home to three highly regarded public colleges (Massachusetts College of Liberal Arts, Simon's Rock College of Bard, and Berkshire Community College) and one of the country's finest private institutions (Williams College); more than 20 colleges and universities are within a 50-mile radius of the Berkshires, including the Five Colleges: Amherst, Hampshire, Mount Holyoke, Smith, and UMass Amherst.