

Position Available at Jacob's Pillow Dance

Title: **Manager of Institutional Support**
Status: Year-Round, Full-Time
Reports to: Director of Development; works closely with Director and Managing Director
Supervises: Seasonal Intern; works closely with Development Assistant

Jacob's Pillow is "the dance center of the nation" (*The New York Times*), a National Historic Landmark, recipient of the National Medal of Arts, and home to America's longest-running dance festival, located in the beautiful Berkshires of Western Massachusetts. "The Pillow" encompasses a world-renowned international Festival; The School at Jacob's Pillow, a professional training center; rare and extensive dance Archives which are open to the public; a Creative Development Residency Program to support new choreography; co-presentations with MASS MoCA (Massachusetts Museum of Contemporary Art); year-round Community Programs serving local schoolchildren, artists, and community members; and Virtual Pillow, which includes curated online dance performances, videos, and talks with artists. Jacob's Pillow will celebrate its 85th season in 2017.

Opportunity

Jacob's Pillow seeks a full time Manager of Institutional Support. This position offers the opportunity for a skilled grants professional to significantly contribute to the development efforts of Jacob's Pillow. Working with the Director of Development, the Manager of Institutional Giving is responsible for managing the annual institutional giving strategy; researching current and potential funding sources; crafting compelling grant proposals; managing the annual calendar of institutional deadlines, notifications, and reports; fostering relationships with institutional funders; and more. This position requires a person with excellent writing skills and strong analytical skills and offers ample opportunities for training and professional growth.

Responsibilities**Strategy Development**

- Create and manage the annual institutional giving strategy and calendar, liaising and consulting with the Development Director, Director and Managing Director, 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
- Utilize online and print resources to research current and potential funders. Develop strategies for new funding sources

Grant Writing

- Craft compelling and timely inquiries, proposals, and reports in a variety of different "voices" for foundations, and government agencies
- Liaise with senior staff colleagues to create persuasive cases for support and act as a "matchmaker," continually seeking new relationships that will benefit the organization and pairing funders with both established and imagined projects and programs

Portfolio Management

- Manage 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
- Manage the institutional projection and prospect worksheet

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

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

Stewardship

- Actively foster and renew institutional giving funder relationships; manage institutional funder correspondence and contracts; update funders on Pillow activities and organize site visits and special events
- Spearhead the Pillow's government and policy advocacy efforts

Development Team

- Supervise the Institutional Intern during the summer months
- Coordinate institutional department meetings
- Serve as an integral member of the Development team

Qualifications

- Bachelor's Degree required
- Three years grant-writing experience required
- Superior interpersonal, verbal, and written communication abilities
- Keen attention to detail, reliable accuracy, strong analytic skills, and a proven ability to meet deadlines and prioritize tasks
- Discretion in handling confidential information
- Ability to successfully work both independently and as a member of a team
- Proficiency in the use of Microsoft platform products is required. Database experience desired.
- Knowledge of dance desired

This is a full-time, year-round position with excellent benefits.

To Apply

Send succinct and compelling cover letter, resume, writing sample, and contact information for 3 references to: info@jacobspillow.org—include "FIST NAME _ LAST NAME _ Manager of Institutional Support" in the subject line. All inquiries and materials will be confidential. Please do not mail hard copies. No phone inquiries, please.

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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.