

Position Description

TITLE: Deputy Director of Philanthropic Engagement
STATUS: Full-time
REPORTS TO: Director of Philanthropic Engagement
DEPARTMENT: Philanthropic Engagement

Jacob's Pillow seeks a **Deputy Director of Philanthropic Engagement** to join the Philanthropic Engagement Department and work closely with/report directly to the Director of Philanthropic Engagement. The position of Deputy Director of Philanthropic Engagement is a tremendous opportunity for an experienced Major Gifts professional to sustain, deepen, and expand a variety of fundraising avenues for the Pillow, including highest level Membership, capital campaign outreach, planned giving, and program underwriting by high net worth individuals. The Deputy Director of Philanthropic Engagement is responsible for managing a portfolio of approximately 200 donors and prospects; cultivating and stewarding prospects; conducting prospect research; managing tracking and reporting on donor gifts; and closing a significant number of major gifts each year, working closely with senior staff and the Board of Directors. This position may be based either at Jacob's Pillow in Becket, Massachusetts, in New York City, or in Boston. During the ten-week Festival (mid-June through late August) the position will be based on-site for most of every week. Travel to engage with prospective funders throughout the year may also be required.

DUTIES AND RESPONSIBILITIES

- Manage a portfolio of prospects and current donors, maintaining frequent personalized contact.
- Qualify, cultivate, and solicit donors for funding to meet institutional priorities and fundraising goals.
- Design and implement effective strategies and tactics to actively engage donors and lead to solicitation and closed pledges and gifts.
- Spearhead creative thinking for innovative gift proposals that inspire donors to make major gifts, and handle all steps of the gift process.
- As needed, provide support to involve the Director of Jacob's Pillow, Director of Philanthropic Engagement, other key staff members, and volunteer leadership in developing prospect relationships.
- Produce briefing materials and post-visit follow-up communications.
- Meet budgetary and planning goals for visits, solicitations, closes, and other meaningful contact with assigned portfolio.
- Promptly record meetings and essential information in the database and manage prospects and gifts at the highest level.
- Analyze activities to achieve progress towards agreed-upon goals.
- Effectively utilize administrative support and delegate tasks as appropriate.

REQUIRED QUALIFICATIONS

- Experience working in non-profit arts and/or dance-focused organizations.
- Bachelor's degree or equivalent academic experience.
- Minimum five to seven years fundraising experience and a track record of success in major gifts.

- Excellent verbal and written communication skills.
- Superior interpersonal skills; genuine interest in people.
- Ability to travel.

SKILLS & QUALITIES

- Must be self-motivated with a passion for meeting and exceeding goals.
- Strong strategic and tactical thinker and planner.
- Demonstrated ability to engage in collaborative problem-solving with prospects and colleagues; highly organized in portfolio and time management.
- Must be able to establish and maintain excellent rapport with donor constituents and colleagues.
- Able to operate both independently and as an active participant in team-based strategies.
- Ability to exercise sound judgment, diplomacy, confidentiality, and to exhibit a mature, professional, and positive approach at all times.
- Versatile in standard office computer skills and online database systems.

TO APPLY

Send cover letter, resume, and three references to Ina Clark, Director of Philanthropic Engagement, iclark@jacobspillow.org, with “Deputy Director of Philanthropic Engagement” in the subject line.

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

ABOUT JACOB’S PILLOW

Jacob’s Pillow is committed to providing an inclusive, diverse, accessible, and equitable environment that cultivates the celebration of the art of dance and its positive impact on communities. Jacob’s Pillow’s mission is to support dance creation, presentation, education, and preservation; and to engage and deepen public appreciation and support for dance. Organization-wide values include inclusion, leadership, integrity, flexibility, partnership, and sustainability. Learn more about Jacob’s Pillow, its mission statement, and its values [here](#).

Jacob’s Pillow is a registered 501(c)(3) not for profit organization that 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 employee for any reason including, but not limited to, race, religion, sex, national origin, age, or disabled status.

Jacob’s Pillow is a National Historic Landmark, recipient of the National Medal of Arts, and home to America's longest-running international dance festival, currently in the midst of its transition to becoming a year-round center for dance through a five-year strategic plan titled Vision ‘22. Each Festival includes more than 50 national and international dance companies and over 500 free and ticketed performances, talks, tours, classes, exhibits, events, and community programs. The School at Jacob’s Pillow is one of the field’s most prestigious professional dance training centers. The Pillow provides professional advancement opportunities across disciplines of arts administration, design, video, and production through seasonal internships and a year-round Administrative

Fellows program. With growing community engagement programs, the Pillow serves as a partner and active citizen in its local community. The Pillow's extensive Archives, open year-round to the public and online at danceinteractive.jacobspillow.org, chronicle more than a century of dance in photographs, programs, books, costumes, audiotapes, and videos.