

TITLE:	Development Fellow
STATUS:	Full-time Fellowship/September 30, 2019–August 28, 2020
REPORTS TO:	Director of Philanthropic Engagement
DEPARTMENT:	Philanthropic Engagement
WORKS WITH:	Deputy Director of Philanthropic Engagement, Manager of Institutional Support, Special Events Manager, Development Systems Coordinator, Patrons, and Members

The **Development Fellow** will be deeply involved in all aspects of fundraising for Jacob's Pillow. While primarily working with other Pillow staff to engage with and obtain support from individuals, the Fellow may also be involved in such essential areas as research, the expansion of fundraising pipelines, writing proposals and letters, developing materials, database work, and in events and special projects. This position is an opportunity to participate in many aspects of non-profit and performing arts fundraising.

ABOUT JACOB'S PILLOW

Jacob's Pillow, a National Historic Landmark and recipient of the National Medal of Arts, is a year-round center for dance and home to America's longest-running international dance festival located in the beautiful Berkshires of Western Massachusetts. The Pillow encompasses the world-renowned international Jacob's Pillow Dance Festival, presenting more than 50 dance companies and over 350 events each summer; The School at Jacob's Pillow, one of the most prestigious professional dance training centers in the U.S.; the Pillow Lab, a residency program that supports new choreography; growing Community Engagement programs that serve local school children, artists, and community members alike; rare and extensive dance Archives, open to the public and available online at danceinteractive.jacobspillow.org, which chronicle more than a century of dance through photographs, videos of performances and talks with artists, costumes, and scholarly essays; and Apprenticeships, a Fellows Program, and an Internship Program that provide professional advancement and training opportunities.

RESPONSIBILITIES

- Work on the development, writing, creation, and implementation of both membership and annual giving donor appeals and renewals.
- Create timely and meaningful acknowledgments for gifts, and lead the process for responses within two days of gift receipt.
- Research and assist in developing new tactics for attracting and keeping donors.
- Develop and maintain the calendar for giving outreach.
- Work closely with Marketing to utilize their work in support of donor outreach and obtaining new and increased gifts.
- Support the Strategic Development Plan through all facets of the department's work.
- Support the maintenance of the Major Gifts pipeline to make sure it is timely, updated, and contains all key information.
- Work with Major Gifts on events that support the stewardship and cultivation of VIP donors and prospects.

- Help expand the Foundation pipeline through research and quality outreach.
- Work closely with the Development Systems Coordinator to use, develop, and optimize the keeping of comprehensive data and notes in the Tessitura database.
- Analyze all aspects of the Development department's work to help realize department goals.
- Manage the tracking of invoices and expenditures against the budget for the department.
- Work closely with The School, Community Engagement, Production, and the Archives to make sure that the Development group has the most up-to-date information on their fundraising needs and help develop opportunities to achieve these goals.
- Assist the Special Events Manager in planning, tracking, and implementing multiple events throughout the year.
- Participate in organization-wide activities and planning.
- Related tasks as assigned.

February-May

- Up to 2 days per week will be spent answering phones in the Box Office.

REQUIRED QUALIFICATIONS

- Previous fundraising experience, preferably in a non-profit arts organization.
- Strong writing and verbal skills.
- Experience with fundraising databases, such as Tessitura, Salesforce, or Raiser's Edge.
- Experience working with Photoshop, InDesign, or other Creative Suite programs, a plus.

SKILLS & QUALITIES

- Demonstrated organizational skills.
- Ability to work with agility in a fast-paced environment.
- Effective communication skills.
- Strong attention to detail.
- Passion for and knowledge of dance and the performing arts is a major plus.

FELLOWS RECEIVE

- \$18,500 stipend paid bi-weekly.
- Opportunities to attend In Process showings at the Pillow Lab, *Jacob's Pillow Curriculum in Motion*® residencies, and performances presented in association with our affiliated partners such as MASS MoCA and Mahaiwe Performing Arts Center are available October through May. Full immersion in Festival events, including seeing performances, June through August.
- Free, shared housing on-site during the Fellowship period.
- Meals included during the pre-Festival and Festival periods of mid-May through August.
- 10 days flex time (sick, vacation, or personal holiday) to be scheduled with advance approval and not taken consecutively between October and April.
- Jacob's Pillow also observes the following Holidays during the Fellowship calendar:
 - Indigenous Peoples' Day
 - Thanksgiving Holiday - Wednesday before and Friday after Thanksgiving
 - Holiday Break - Christmas Eve through New Year's Day
 - Martin Luther King Day
 - Presidents Day
 - Memorial Day

- Please note: July 4 occurs during the Festival and is not a holiday for Jacob's Pillow Employees

SCHEDULE

Fellows work five days/week October through May and six days a week June through September.

Fellows are required to have a car from September to June.

[Click here](#) for more information on the Administrative Fellows Program at Jacob's Pillow.

TO APPLY

Please email cover letter, resume and contact information for three references to hr@jacobspillow.org with "Development Fellow" in the subject line.

Only candidates with the strongest qualifications will be invited to interview for this position. All inquiries and materials will be confidential. Please do not mail hard copies.

Jacob's Pillow 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 employee for any reason including, but not limited to, race, religion, sex, national origin, age, or disabled status.