

The School of American Ballet

AT LINCOLN CENTER

DIRECTOR OF INSTITUTIONAL GIVING

The School of American Ballet is the nation's preeminent ballet academy, the official school of New York City Ballet and a constituent organization of Lincoln Center for the Performing Arts. The School's upcoming 75th anniversary in 2009 presents exciting opportunities for increased donor outreach and special project fundraising.

The Director of Institutional Giving is a key member of the School's development staff responsible for almost \$1 million in annual fundraising from foundations, corporations, and government agencies. SAB's 7-person Development Department raises over \$4 million in annual funds overall. The Director oversees a part-time assistant. Reporting to the Director of Development, the Director of Institutional Giving is responsible for:

- Developing and writing all proposals to institutional funders for general support, scholarships, special projects and endowment funds.
- Managing stewardship: writing all acknowledgement letters, reports and correspondence; inviting institutional contacts to donor events; maintaining active relationships with funders through cultivation events, newsletter mailings, and visits.
- Researching, identifying, strategizing and cultivating potential new sources of institutional funding, in collaboration with Director of Development, Executive Director, and Board.
- Maintaining all tracking systems for institutional support, donor records and files, database, and ongoing statistics.

Required Knowledge, Skills, Abilities: 3-4 years development experience, preferably in institutional giving with knowledge of New York area funders. Must have excellent writing and interpersonal skills, and be comfortable interacting with a broad range of people. Must be able to juggle both short and long-term projects and function well both autonomously and as member of a team. Proficiency using Raiser's Edge, FC Search and other research tools essential. Interest in performing arts, particularly dance, is desirable.

Superior benefit package, including full health benefits, four weeks vacation (plus two holiday weeks in December), and generous retirement savings benefits.

Submit resume and cover letter to development@sab.org or fax to 212-769-4897.