

The School of American Ballet

AT LINCOLN CENTER

Development Assistant, Institutional Giving

POSITION DESCRIPTION AND RESPONSIBILITIES

The School of American Ballet (SAB) seeks a Development Assistant, Institutional Giving to support the operations of a robust institutional giving program, comprised of foundation, government, and corporate foundation giving components. The Development Assistant, Institutional Giving will provide administrative, writing, and research support for a department responsible for securing \$1.4 million in annual gifts and grants and managing relationships with 40+ institutional donors. This is a non-exempt position that will report to the Director of Institutional Giving and Development Operations.

Professional responsibilities will include:

- Efficiently and thoroughly managing the administrative needs of the Institutional Giving department. This includes: maintaining files and the donor database, creating and updating tracking systems, processing donations, mailing or delivering correspondence, providing general clerical assistance, responding to donor questions in a timely and professional manner, assisting with the production of Board meeting materials, and collaborating with coworkers on projects.
- Participating in the drafting, proofing, and finalizing process for funding proposals, reports, templates, letters of intent, and general correspondence.
- Drafting acknowledgement letters in a timely manner and ensuring appropriate completion of donation recognition materials.
- Preparing and updating organization and project budgets, board and staff lists, organization charts, etc.
- Identifying and researching prospects, working with the Director of Institutional Giving and Development Operations to develop a plan for approaching each prospect, and maintaining a prospect tracking document to record information and action steps.
- Managing all Institutional Giving direct mail pieces and mailing lists.
- Collaborating with Development staff to continually cultivate prospects and further develop relationships with current funders. This includes: coordinating site visits, sending student thank you letters to donors, helping prepare monthly call lists, researching current donors, and providing support with ongoing donor cultivation activities and special events (occasional evenings and weekends are required).

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES

- Bachelor's degree.
- Excellent writing skills.
- Strong administrative and organizational abilities, including proficiency in Microsoft Office and capacity to learn and utilize fundraising databases. Must be detail oriented, able to meet deadlines, and capable of prioritizing and managing multiple assignments in a busy environment.
- Creative and strategic thinking skills, ability to work on budgeting and data analysis, and capacities for collaborating and working independently.
- Competency for representing the institution well to the general public and funders.
- Desire to enter or advance within the Development field and to learn and develop institutional fundraising skills. Interest in the performing arts, dance, and/or education is preferred.

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ABOUT THE SCHOOL OF AMERICAN BALLET

The School of American Ballet was founded in 1934 by renowned choreographer George Balanchine and arts philanthropist Lincoln Kirstein with a mission to prepare dancers for professional careers in ballet. SAB has trained over 17,000 students and produced more professional dancers than any other school in the United States. Located at Lincoln Center for the Performing Arts, SAB is the official, yet independent, school of the New York City Ballet. Alumni fill the rosters of New York City Ballet and over 85 dance companies worldwide. SAB was honored with the National Medal of Arts in 2010.

The School's talented students depend on SAB to provide them with the finest teachers, state-of-the-art dance studios, an on-site residence hall, and over \$2 million in scholarships each year. The ten-person Development Department annually raises nearly \$6 million through a robust mixture of individual giving, institutional giving, and special events and corporate sponsorships.

SAB offers a superior benefit package, including full health benefits, four weeks of vacation (plus two holiday weeks in December), and generous retirement savings benefits.

The School of American Ballet is an Equal Opportunity Employer. The School of American Ballet is committed to an equitable and inclusive program and a diverse faculty, staff and student body. Candidates from diverse backgrounds are encouraged to apply.

SUBMISSION INSTRUCTIONS

Submit a cover letter, resume, and two writing samples to devjobs@sab.org with the email subject, "Development Assistant, Institutional Giving." No phone calls or agencies, please.