Ballet Hispánico Assistant Director of Institutional Relations

Description of Responsibilities

Position Summary
Ballet Hispánico is seeking a talented fundraiser to manage relationships with foundations, corporations and government agencies in support of the nation’s premier Latinx dance company. Reporting directly to the Director of Development, the Assistant Director will work closely with a dynamic development team and collaborate with senior leadership to obtain grant and sponsorship support.

About the Organization
Ballet Hispánico is the nation’s renowned Latino dance organization and one of America’s Cultural Treasures. Ballet Hispánico brings communities together to celebrate and explore Latino cultures through innovative dance performances, transformative dance training, and enduring community engagement experiences.

Founded in 1970 by National Medal of Arts recipient Tina Ramirez, the organization emerged during the post-civil rights movement on New York’s Upper West Side, providing a safe haven for primarily Black and Brown Latinx youth seeking artistic sanctuary during New York City’s plight in the 1970s. The need for place, both culturally and artistically, led families to find Ballet Hispánico. The focus on dance as a means to develop working artists, combined with the training, authenticity of voice, and power of representation, fueled the organization’s roots and trajectory.

With its strong emphasis on dance, achievement, and public presence, the organization has flourished in its three main programs: its Company, School of Dance, and Community Arts Partnerships. The organization serves as a platform for historically omitted and overlooked artists providing them with increased capacity, voice, and affirmation.

Over the past five decades, by leading with Latinx culture at the forefront of performance, education, and advocacy, Ballet Hispánico’s mission is a catalyst of change and possibility for communities throughout our nation.

Today, Ballet Hispánico is led by a nimble team of arts professionals that include Artistic Director & CEO Eduardo Vilaro, choreographer and former dancer with the Company, whose artistic vision responds to the need for authentic representation, cultural truth, and arts education that is relevant and equitable. All with an annual participant reach of 55,000 including 24,000 New Yorkers of all ages and abilities.

As the COVID-19 pandemic has irrevocably impacted our world, so too has this experience presented a profound reimagining of the work of Ballet Hispánico. As such, Ballet Hispánico has been able to execute a virtual platform and continue its legacy of access.

Transformational Moment/Opportunity
This is an especially exciting moment for Ballet Hispánico. While the timing of our plans to celebrate our 50th anniversary in 2020 have been rescheduled due to the COVID-19 pandemic, we are enthusiastically planning for post-pandemic celebrations. A special contribution totaling $4 million was received in the last four years that transformed the fundraising and marketing capabilities of the organization; and we have recently been awarded $4.6 million by a consortium of funders led by the Ford Foundation and named one of “America’s Cultural Treasurers.”

For further information: www.ballethispanico.org.
Responsibilities

- Manages a well-established portfolio of institutional donors.
- Develops fundraising strategies to meet annual revenue goals and to expand grant and sponsorship support from foundations, corporations and government.
- In collaboration with the Director of Development and senior leadership team, conceptualizes and writes effective proposals, reports, correspondence and other accompanying materials for funders.
- Manages the stewardship of all institutional grants including coordinating with departments regarding the purpose and use of funds to conform to funder intent; manages organizational programmatic data collection and analysis to generate reports for funders; responds to funder requests and requirements for data and other items as needed.
- Manages a comprehensive calendar of past, current, and upcoming proposals and reports
- Conducts prospect research to identify new funding opportunities for the organization
- Represents Ballet Hispánico at donor meetings, briefings and other events as needed.
- Works closely with staff to gain the necessary knowledge of programs to effectively communicate to funders through proposals, reports, meetings and site visits.
- Participates in short- and long-term departmental planning initiatives.
- Contributes to maintaining accurate revenue information and reports in Salesforce database.
- Performs other duties as requested.

Skills and Knowledge

- Bachelor’s degree required.
- 5+ years’ experience as development staff member at nonprofit institutions required with at least 3 years’ experience focused on institutional relations.
- A successful track record of identification, cultivation and solicitation of major gifts from corporations, foundations, and public agencies.
- Outstanding interpersonal, organizational, written, and oral communications skills.
- Ability to prioritize, make independent decisions and work well under deadlines, exercising confidentiality, good judgment, diplomacy and tact.
- Self-motivated and self-directed with a strong work ethic.
- Computer literacy including competency with Microsoft Office software and Internet and database management experience; knowledge of and skill in using Salesforce preferred.

Compensation and Benefits

Salary is competitive and commensurate with experience. Ballet Hispánico provides an excellent benefits package, including individual medical, dental, and vision insurance, life insurance, 403B plan, paid time off and summer Fridays. This position will be remote until at least the summer 2021.

How to Apply

To apply, please send your resume, two writing samples, and cover letter to Kali Crandall (kcrandall@ballethispanico.org) with the subject line Assistant Director of Institutional Relations Application. No phone calls, please.