

Major Gifts Officer

Full-Time

Organization Profile

As the largest Latine and Hispanic cultural organization in the U.S. and designated an American Cultural Treasure by the Ford Foundation, Ballet Hispanico (BH) is a celebrated American dance institution delivering bold, inclusive, and authentic art experiences to tens of thousands in New York City, across the country, and around the world every year.

Led by Artistic Director & CEO Eduardo Vilaro, Ballet Hispanico's three main programs—the performing Company, the School, and Community Arts Partnerships—elevate the art of dance, challenge conventions, and bring communities together to celebrate the multifaceted Latine diasporas. BH's New York City headquarters houses the School, administrative offices, and several studios, providing the nation's physical home and cultural heart for Latine dance.

BH has a current annual operating budget of approximately \$9.5M. Sources include performance income, tuition, studio rental income, and charitable support from the government, foundations, corporations, board members, and individual donors. As it looks to the future, Ballet Hispanico is committed to continue nurturing artists, teachers, students, arts leaders, families, and communities through artistic excellence and the power of dance.

The Position

Ballet Hispanico is searching for a Major Gifts Officer (MGO) to join our Development department. The MGO is a key member of the frontline fundraising team who identifies, cultivates, solicits, and stewards donors to support the mission and programs of Ballet Hispanico. The role is particularly focused on annual gifts of \$1,000 to \$25,000 and above. The MGO builds and cultivates relationship with Ballet Hispanico donors, ticket buyers, and prospects to deepen engagement and increase philanthropy, and serves as an ambassador for the organization and our programs while interacting with donors and prospects. Reporting to the Director of Development, the MGO collaborates with Development staff and leadership to ensure the success of the department, including managing a portfolio of mid-level and major donors, growing the Members & Patrons program, and providing support for revenue events such as the annual gala, in-house cultivation events, and board development.

Responsibilities

- Manage and grow a portfolio of individual donors giving \$1,000 to \$25,000 through prospect research and the development and execution of personalized cultivation, solicitation, and stewardship plans.
- Coordinate and lead regular face-to-face meetings with donors
- Serve as key member of team planning and executing the annual Gala, which includes fundraising tracking and solicitations.
- Attend all Ballet Hispánico performances and events
- Maintain in-depth knowledge of Ballet Hispánico's programming and funding priorities
- Work closely with the Director of Development, Artistic Director & CEO, and Chief Managing Director to align major gift strategies with overall fundraising goals
- Provide regular updates and reports on major gift activities and progress
- Maintain accurate and up-to-date records of donor interactions and contributions in Salesforce (CRM)
- Stay informed regarding trends and best practices in major gift fundraising

Qualifications

- Several years of experience in individual fundraising, preferably with a performing arts organization, including managing membership renewals and generating new business.
- 3+ years of demonstrated success in frontline fundraising working in person with individual donors.
- Strong understanding of the moves management process and strategies to cultivate, solicit, and steward individual donors, effectively moving supporters up the "ladder" of engagement.
- Exceptional interpersonal and verbal communication skills, with the ability to engage senior leaders and to tailor engagement strategies effectively.
- Outstanding writing and editing skills, with the ability to draft compelling proposals, reports, and donor communications quickly and accurately.



- Ability to effectively manage multiple projects simultaneously, prioritize tasks effectively, and maintain excellent attention to detail in a fast-paced environment.
- Ability to maintain a creative, solution-oriented mindset with a willingness to ask questions.
- High proficiency in MS Office Suite (Word, Excel, PowerPoint, Outlook) and Salesforce (or comparable CRM).
- Ability to work evenings and weekends for donor events as needed.
- Enthusiasm for the performing arts, with a deep appreciation for Ballet Hispánico's mission. Experience in the visual or performing arts preferred.

Work Environment

This position is based at BH's historic headquarters on the Upper West Side of New York which houses the school, 10 studios, and administrative offices. This position requires on-site work Monday-Thursday, and the possibility to work from home on Fridays. Some on- and off-site events will require evening or weekend hours.

Compensation

This is a full-time position for immediate hire. Salary and benefits are competitive with nonprofit organizations of comparable scope and scale. The salary range for this position is \$80,000 to \$95,000. We offer a comprehensive benefits package, including health insurance, 403(b) retirement savings plan, and flexible paid time off.

To Apply

Please send a cover letter and resume to resume@ballethispanico.org, and contact Amy Shaw, Director of Development, at ashaw@ballethispanico.org with any questions. Thank you for your interest!