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ballethispanico.org

Associate Director, Institutional Advancement

Full-Time

Organization Profile

Ballet Hispánico (BH) is the largest Latinx/Latine/Hispanic cultural organization in the United States and one of America's Cultural Treasures. BH's three main programs, the Company, School of Dance, and Community Arts Partnerships bring communities together to celebrate the multifaceted Hispanic diasporas. BH's New York City headquarters provide the physical home and cultural heart for Latinx dance in the United States. It is a space that initiates new inclusive cultural conversations and explores the intersectionality of Latine cultures. The BH mission opens a platform for new social dialogue and nurtures and sees a community in its fullness. Through its exemplary artistry, distinguished training program, and deep-rooted community engagement, BH champions and amplifies Latine voices in the field. For over fifty years BH has provided a place of honor for the omitted, overlooked, and othered. As it looks to the future, BH is pushing the culture forward on issues of dance and Latine creative expression.

BH has a current annual operating budget of approximately \$13M. Sources include performance income, tuition, studio rental income, and charitable support from the government, foundations, corporations, board members, and other individual donors.

The Position

Reporting to the Director of Development, the Associate Director, Institutional Advancement is a key member of the Development team and works closely with the Associate Director, Individual Giving, Development Associate, and staff across the organization to fulfill our goals of increasing annual contributed income. The Associate Director, Institutional Advancement will be a goal-oriented, exceptional writer who works independently and cross-departmentally to produce compelling materials for BH. Their portfolio will be centered around Foundation, Corporate and Government relationships.

Responsibilities

Manages a portfolio of institutional donors and develops strategies to meet annual revenue goals and to expand grant and sponsorship supporting collaboration with the

Director of Development and senior leadership team, conceptualizes and writes effective proposals, reports, correspondence, and other 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.
- Participates in the bi-weekly Government Relations meeting.
- Works closely with staff to gain the necessary knowledge of programs to effectively communicate to funders through proposals, reports, meetings, and site visits.
- Contributes to maintaining accurate revenue information and reports in the Salesforce database.
- Prepares presentations, pitch decks, and other communications for cultivation, solicitation, and stewardship of institutional donors.
- Acquires and maintains detailed knowledge and understanding of the organization's mission, values, strategic goals, and programs to develop persuasive donor materials.
- Assists Company, School of Dance, and Community Arts Partnerships departments in managing grant-funded projects, including program and budget components, and ensures compliance with grant requirements.
- Organizes and attends donor visits, tours, and presentations and manages other stewardship opportunities.
- Manages a well-established portfolio of corporate donors and executes promised benefits. And manages the stewardship of corporate partnership.
- In collaboration with the Director of Development, manages newly established Corporate Council.

Qualifications

- Significant track record of success in institutional fundraising.
- 4+ years of successful grant writing and grant management experience. City, state, and/or federal government contract experience is required.
- Experience using government portals such as Grants Gateway, and SAM is a must.
- Firm understanding of grant proposal and application submission processes.
- Excellent interpersonal, written, and oral communication skills.
- Highly meticulous and creative with excellent organizational and time-management skills and strong attention to detail.
- Bachelor's degree required.

- Passion, enthusiasm, focus, creativity, and a positive outlook.
- Proficient in MS Office Suite (Teams, Word, Excel, PowerPoint, and Outlook) and Zoom.
- Knowledge of Salesforce or a comparable CRM is a must.
- Able to work evenings and weekends when needed.

Preferred

- Knowledge of Salesforce or comparable CRM.
- Knowledge of Latinx culture, dance, and dance education.
- Knowledge of the Spanish language.

Work Environment

This position is based at BH's headquarters on the Upper West Side of New York and has a hybrid in-person/remote schedule.

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 \$75,000-\$85,000. 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. For more information, please email Donna Lieberman, Interim Director of Development dlieberman@ballethispanico.org