DEVELOPMENT ASSISTANT, INSTITUTIONAL GIVING

Organization Overview
The School of American Ballet (SAB) at Lincoln Center, founded by George Balanchine and Lincoln Kirstein, is the preeminent ballet school in the country. Our mission is to train professional dancers for careers in classical ballet. We provide the resources for a diverse pool of students, ages 6-18, to train at the highest level – with 20-25 each year going on to dance for New York City Ballet and major ballet companies worldwide. SAB has a far-reaching impact on the art form and the School enriches the lives of the more than 1,000 students who train in our studios each year.

Position Description
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.

Responsibilities
• 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, 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, funder lists, etc.
• Identifying and researching prospects, working with the Director of Institutional Giving and Development Operations to develop a plan for approaching each prospect, and tracking prospect 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).

Preferred 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.

Submission Instructions
Submit a cover letter, resume, and two writing samples to devjobs@sab.org with the email subject, “Development Assistant, Institutional Giving.” Please mention how you learned of the posting. No phone calls or agencies, please.

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.

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