INSTITUTIONAL GIVING MANAGER
JOB DESCRIPTION

For more than 35 years, Performance Space 122, a not-for-profit based in New York City, has been recognized as an innovative local, national and now international leader in contemporary performance. We provide incomparable experiences for audiences by presenting and commissioning artists whose work challenges their expectations for live performance and inspires them to think critically about the world. We are dedicated to rigorously supporting artists from diverse genres, cultures and perspectives. We believe that when artists are given the freedom and security they need to take aesthetic risks, the artists are able to hone their creative voice and make distinctive works of art that transform audiences.

Currently PS122 is in the midst of one of the most radical transitions of our history — a complete renovation of our home in the East Village. As we prepare to move back into our renovated spaces, we are building our capacity and expanding our staff to ensure we can realize our ambitions for the future. This is a very exciting time for PS122 and for our community of artists and audience members.

POSITION

Performance Space 122 seeks a dynamic and passionate individual to fill the full-time position of **Institutional Giving Manager** with the primary responsibilities of securing support from foundations, government agencies and corporations for PS122's General Operating, Project-Specific and Capital Capacity budgets. This individual will report to PS122's Artistic Director and work closely with other members of PS122's External Affairs team as well as other staff to strengthen the organization's donor base and develop new strategies for supporting artists making contemporary performance. Candidates must have a strong track record of successfully soliciting institutional support, an entrepreneurial approach to resource gathering, and a love for the arts, as well as excellent writing and interpersonal skills.

RESPONSIBILITIES

Foundation, Government and Corporate Giving

- Maintain and manage all existing relationships with institutional funders, including supporters of PS122's annual General Operating, Project-Specific and recent Capital Capacity campaigns.
- Identify new opportunities and cultivate new relationships.
- Consult regularly with the programming department to get the latest updates, statistics and anecdotes to create the most compelling packages for funder solicitations and reports.
- Work with programming staff and the External Affairs Team to identify program-specific funding opportunities.
- Work with the senior staff to ensure the overall institutional giving strategy aligns with organizational needs and strategic directions.

- Ensure funding and restrictions requirements are communicated to the finance department.
- Ensure that funding data is captured in PS122's fundraising management system in an ongoing and timely manner.
- Manage donor acknowledgment for all of PS122's institutional support, including General Operating, Project Specific and recent Capital Capacity building efforts.

Strategic and Management Responsibilities

- Work with the External Affairs team to set quarterly, annual and longer-term objectives, strategies and tactical action plans in support of the overall organizational business plan.
- Produce documentation in preparation for regular board meetings and on the results of various solicitation campaigns.
- Prepare key solicitors (Artist Director and/or Board Members) for cultivation and stewardships calls and meetings.

REQUIREMENTS:

- Minimum of 3-5 years of experience of fundraising experience with an emphasis on grant writing and corporate and foundation giving.
- Must already have leadership experience in institutional fundraising and current relationships with program officers at the major arts & culture foundations.
- Experience in non-profit arts administration is preferred, solid knowledge of contemporary performing arts practices and performing arts sector in essential.
- BA degree or equivalent in work experience is require, Master's degree is preferred.
- Proficiency with Microsoft Office (Excel, Word, and Power Point), Google docs/Google sites, and common donor database (CRM) solutions is required.
- Familiarity with contemporary performance arts and Performance Space 122's programming.
- Familiarity with New York City's East Village/Lower East Side neighborhoods.

PS122 is committed to creating a diverse and inclusive environment and is proud to be an equal opportunity employer. Applicants from populations underrepresented in the theater/dance/performances fields are strongly encouraged to apply. All qualified applications will receive consideration for employment without regard to race, color, religion, gender, gender identity or expression, familial status, sexual orientation, national origin, ability, age, or veteran status.

To apply, please submit your resume and a cover letter along with a 3-page writing example to office@ps122.org, with "Institutional Giving Manager" in the subject field by April 28, 2016. Please note: only those selected for interviews will be contacted.