

Associate Director, Individual Giving

The Associate Director, Individual Giving reports into the Chief Development Officer and is a critical, frontline fundraising member of the development team. Specifically, the Associate Director manages a portfolio of roughly 150-200 annual fund donors with gifts of \$500 or more, through visits, phone calls, and other forms of personalized outreach. The Associate Director is expected to be a collaborative and strategic member of the development team, and will meet core and partnership values of teamwork, integrity, accountability, and respect.

Responsibilities

- Responsibilities include, but are not limited to the following:
- Develop and manage a portfolio of 150-200 annual fund donors and potential donors through cultivation and engagement, including their identification, qualification, engagement, and solicitation.
- Devise and implement donor-centric fundraising strategies to meet activity and revenue goals through portfolio planning and moves management. Annually conduct at least 150 prospect meetings, and 200 annual fund asks.
- Renew or upgrade donors to annual fund and leadership giving levels.
- Discuss and secure restricted or endowed gifts and planned gifts where appropriate.
- Thank donors in a meaningful manner.
- Attend and actively participate in weekly team meetings.
- Check accuracy of data/preparing spreadsheets.
- Assist with all development events including the successful planning and execution of the Spring Gala, the School's largest fundraising event which raises significant annual support.
- Coordinate and collaborate with marketing and communications.
- Other duties as assigned.

Minimum Qualifications

- Bachelor's degree required
- A minimum of 3-5 years of front-line fundraising or related development experience is required
- Computer proficiency (Word, Excel) required
- Some evening events and travel required as needed
- Must have demonstrated success managing high-level donor relationships and events
- Capacity to clearly comprehend and communicate HSA's mission and ongoing initiatives
- Excellent organizational, time management, interpersonal and communication skills, with attention to detail
- Must be able to problem-solve and troubleshoot, in addition to the ability to work independently and collaboratively in a dynamic team environment

Preferred Qualifications

- Minimum of 3-5 years of client relations, constituent relations, donor engagement, or annual fund giving strongly preferred
- Prior experience in a not for profit, or similarly complex organizations preferred
- Demonstrated ability to effectively partner with a diverse group of administrators and teaching artists
- Knowledge of and commitment to the values and mission of HSA

Location

Harlem School of the Arts is located at 645 Saint Nicholas Avenue in Harlem. It is easily accessible via the A, C, B, and D subway trains.

About Harlem School of the Arts

Harlem School of the Arts enriches the lives of young people and their families through world-class training in and exposure to the arts across multiple disciplines (Art, Music, Dance and Theater) in an environment that emphasizes rigorous training, stimulates creativity, builds self-confidence, and adds a dimension of beauty to their lives.