



Director of Institutional Giving

Harlem School of the Arts (HSA) seeks a Director of Institutional Giving who will be the chief strategist for corporate and foundation donors and prospects. Working in close partnership with the Chief Education Officer, Director of Individual Giving, faculty, and Teaching Artists, he or she will work to develop new fundraising opportunities, establish annual goals, and develop and implement short- and long-range strategies for securing and stewarding revenue from corporate and foundation donors that aligns with HSA's strategic priorities and fundraising initiatives.

The Director of Institutional Giving is responsible for developing strong research, tracking and reporting operations to support increased fundraising activity. Working within the highly collaborative environment of HSA's development team, they will play an integral role in achieving annual fundraising objectives. This position reports directly to the Chief Development & Marketing Officer. Options for flexible and hybrid work arrangements will be discussed during the interview process.

Responsibilities

- Plan and lead efforts to foster long-term relationships with strategically targeted corporations and foundations, including building relationships with executive level decision makers.
- Manage a portfolio of approximately 150 active corporate and foundation donors and prospects with specific goals and benchmarks intended to secure major gifts.
- Identify, cultivate, solicit, and steward major gifts from corporations and foundations on behalf of HSA.
- Manage a team of two direct reports.
- Research and analyze grant-making organizations to identify new funding sources for specific projects and programs that align with HSA's strategic priorities, effectively using prospect research as appropriate.
- Oversee the grant proposal planning, development, and management process, including writing substantial and compelling appeals for philanthropic support from corporate and foundation donors and managing the process of supplying accurate and timely reports to donors regarding the use, management, and results of commitments.
- Create and maintain a system to assure that donor instructions regarding funding and reporting are documented and followed.
- Organize events and meetings to engage corporate and foundation donors and prospects with faculty, staff, and students efficiently and strategically and effectively communicates with all parties via briefings, cultivation and solicitation plans/updates, and donor correspondence.

- Partner with the CDMO to develop strategies for and meet with foundations and corporations, including drafting personalized donor correspondence for the President, as necessary.
- Regularly meet with the CDMO regarding prospect assignments, portfolio reviews, cultivation and solicitation strategies, and general fundraising progress.

- Build a strong network of collegial partnerships with development and departmental representatives within HSA, such as directors, chairs, faculty, teaching artists, and other Development staff, to consult on needs, formulate proposal strategies, and identify potential corporate and foundation donors.
- Actively maintain a current body of knowledge about HSA's programs, aspirations and development priorities.
- Perform additional duties and responsibilities as needed.

Minimum Qualifications

- Bachelor's degree or equivalent (Master's preferred) and a minimum of 6 to 8 years of fundraising or related transferable experience required, preferably with proven success securing corporate and foundation gifts in arts and education.
- Experience or interest in issues embodied by HSA.
- Possess excellent planning, organizational, and interpersonal skills.
- Ability to be a persuasive advocate for HSA's priorities and present information in a clear and compelling manner, both in writing and in person.
- Ability to work with a variety of constituencies, including donors, faculty, volunteers and staff.
- Sound judgment, tactful and ability to handle highly confidential information.
- Strong initiative and attention to detail.
- Demonstrated ability to work independently and as part of a team.
- Ability to handle multiple tasks under deadline pressures in a high-volume office.
- Enthusiastic, creative and enterprising.

Other Requirements

Occasional evening or weekend work hours required.

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.

To Apply

Please send resume and cover letter to employment@hsanyc.org. Please indicate **Director of Institutional Giving** in the subject line.

About Harlem School of the Arts

Harlem School of the Arts empowers youth to reach their full potential in the arts, education, and life, through interdisciplinary arts training that celebrates the rich complexity of their community.