

Position Description

Title:	Director of Institutional Giving
Department:	Advancement
Reports to:	Vice President for Advancement
Internal Contacts:	President's Office, Media and Communications, Provost's Office, Performance Operations, Various Deans and Department Heads
External Contacts:	Government Agencies, Foundations, Corporate Foundations
Employment Status:	Full-time, Non-exempt

The **Director of Institutional Giving** will write and prepare grant proposals and reports to foundations and government agencies in support of Manhattan School of Music's annual fund, capital improvements, outreach programs, scholarships, and the endowment. The Director will effectively communicate the School's mission, programs, and new initiatives to current and potential institutional funders by creating compelling, well-crafted, well-targeted proposals and reports with detailed narratives and budgets. The Director will increase institutional support for the School and will manage a portfolio of approximately 50 institutional funders and grants totaling \$1.2 million annually. Working closely with the Vice President for Advancement, the Director will cultivate and steward current foundation funders and actively research, identify, and secure new support.

A key member of the Advancement staff, the Director will track all deadlines and grant proposal submissions, research and prepare profiles on potential funders, and ensure that current funders are fully engaged with the School and kept regularly abreast of concerts and performances, current and new initiatives, and the activities of scholarship recipients.

Domains:

- Write compelling grant proposals and letters of inquiry, and secure funding from foundations and local, state, and federal government agencies for unrestricted/annual support, scholarships, special projects, endowment, and capital improvements. Create detailed budgets to accompany grant proposal narratives, and assemble all necessary materials to complete grant applications.
- Actively seek new funding, including researching prospects using the Foundation Center database and other tools. Create research profiles on prospective institutional donors for review by Advancement leadership, the President's Office, and the Development Committee of the Board of Trustees.
- Track grant proposal submissions, and keep the Vice President for Advancement fully abreast of new RFPs and proposal and reporting deadlines.
- Create thorough and detailed narrative and financial reports, including interim and final reports, to current foundation donors and government agencies.
- Ensure existing institutional donors, and prospects as directed, receive invitations to concerts, performances, and other School events, and institutional supporters of scholarships receive timely information on recipients of these scholarships. Arrange site visits with institutional funders, and provide regular opportunities for them to attend student performances.

- Organize donor luncheons and other cultivation events with the Director of Special Events and Donor Stewardship.
- Manage a portfolio of 50+ foundations that contribute a total of \$1.2 million annually.
- Write thoughtful acknowledgment letters, and ensure that institutional donors are accurately thanked in a timely manner.
- Coordinate meetings for Advancement with deans and department heads to discuss funding opportunities and proposal development.
- Prepare reports and other materials for Development Committee presentations and for the President's Office.
- Support ongoing donor recognition efforts and update donor lists as needed.

Job Requirements:

- Bachelor's degree, plus five years' experience in proposal writing and grant management, preferably in the arts and culture or higher education sectors.
- Excellent writing skills and a proven track record of success in preparing compelling proposals that generate support from foundations and government agencies.
- Excellent research skills and working knowledge of the Foundation Center database.
- Highly developed interpersonal and organizational skills and attention to detail.
- Ability to manage a proposal deadline calendar, to multi-task, to prioritize, and to meet all application and reporting deadlines.
- Ability to work independently with minimal supervision as well as to collaborate within a team.
- Available for approximately 10-12 evening and/or weekend donor events annually.
- Understanding of non-profit accounting practices.
- Expert in Microsoft Office applications, including Microsoft Word and Excel.
- Knowledge of donor databases. Familiarity with Raiser's Edge NXT is a plus.
- Professional and ethical work behavior with the ability to maintain the highest level of discretion with confidential information.

Contact Information:

Send letter of application and résumé including three references to:

Susan Madden
 Vice President for Advancement
 smadden@msmny.edu

No phone calls, please.

Equal employment and equal educational opportunity have been and will continue to be fundamental principles at Manhattan School of Music, where employment and enrollment are based upon personal capabilities and qualifications without discrimination or harassment because of race, color, religion, sex, sexual orientation, gender identity or expression, the status of being transgender, age, national origin, marital status, citizenship or veteran status, disability, or any other characteristic protected by law. Manhattan School of Music does not permit retaliation against individuals who oppose a discriminatory practice or participate in an investigation.