

HERE Institutional Giving Manager

HERE, a celebrated 25-year old New York cultural institution and home for artists of all disciplines in Hudson Square, is pleased to announce the expansion of our Development/Fundraising team. We are currently seeking an ambitious and motivated individual to fill the position of Institutional Giving Manager. This individual will report to HERE's Development Director and will collaborate closely with HERE's General Manager and Individual Giving Manager.

Key responsibilities:

Oversee HERE's submissions of letters of inquiry, application materials, and reports to all funding institutions (the number expands and shifts, depending on the year):

- Work with Development Director to set, track, and meet annual institutional fundraising goals
- Manage institutional grant calendar to meet proposal, report, and related compliance deadlines
- Maintain thorough knowledge of organization, its mission, and strategic goals.
- Write and edit proposals, reports, letters of inquiry, acknowledgement letters and other correspondence
- Collaborate with staff across the organization to update and maintain boilerplate language about HERE, including information about HERE's various projects for both fundraising and some promotional materials
- Collaborate with fellow HERE staff members, primarily General Management and Marketing, to organize supplemental documentation (budgets, programming charts, funding lists, images, video samples) needed and requested to support grant proposals and reports
- Collaborate with General Manager on creating appropriate Financial Narratives for funding applications and proposals
- Work with leadership and programming staff to track funding deliverables by setting and managing internal reporting schedules and processes
- Conduct prospect research as assigned and identify new potential funders for HERE and its various programs
- Play a leadership role during weekly Development Department meetings with HERE leadership in order to discuss funding strategies
- Maintain necessary records, files, reports, databases and resource materials in order to track grant income and compliance
- Develop and prepare internal reports on funding relationships, as needed, to prepare leadership for meetings or set strategy
- Guide HERE's Resident Artists through the institutional fundraising process by identifying grants they should apply for (either independently or in concert with the organization); outlining and understanding the guidelines with them; assisting them with grant-writing, and helping them with submission if required (if the application requires it to be submitted by the organization)
- Oversee HERE's annual completion of a Data Arts profile with assistance from General Management/Finance
- Oversee institutional crediting in all marketing materials.

- Attend and support coordination of some of HERE's special events, including the annual Gala
- Serve as Government Affairs Liaison and participate in relevant arts advocacy activities
- Attend meetings with funding partners, government agencies, or elected officials when appropriate and act as primary contact at HERE for this constituency of the organization
- Perform other duties to support the Development Department, as assigned
- Manage a part-time Development Intern with HERE's Individual Giving Manager

Qualifications

- Minimum 2-3 years successful grant management experience in a nonprofit setting or 4-5 years of total professional experience strongly preferred;
- Knowledge of the New York City cultural community;
- Interest in collaborating and working closely with HERE's artists;
- Familiarity with application processes for the National Endowment for the Arts, New York City Department of Cultural Affairs (programming and capital), and New York State Council on the Arts;
- Genuine desire to play a critical role on a small and dynamic team;
- Demonstrated ability to produce successful fundraising outcomes and meet multiple fast-paced timelines;
- Ability to juggle multiple tasks and reprioritize within a rapidly changing environment;
- Self-starter, organized, disciplined and highly detail-oriented;
- Excellent interpersonal skills and ability to work both individually and as part of a team;
- Excellent oral and written communication skills;
- Flexible personality with sense of humor strongly preferred;
- Bachelor's or Master's degree a plus; or significant comparable experience in Development/Fundraising.

To apply:

Please send your cover letter and resume to jobs@here.org and include your last name and the position title in the subject line: for example, "Jones – Institutional Giving Manager." Include your cover letter and resume as attachments titled "YourNameLetter" and "YourNameResume." Please include the following in your cover letter:

1. A description of a collaborative grant submission process in which you participated;
2. An explanation of your interest in working at HERE; and
3. A brief statement on your professional aspirations for the coming years.

HERE seeks to hire staff that reflects the diversity of the city in which we live. All positions at HERE are filled without regard to race, color, religion, sex, national origin, age, sexual orientation, gender identity or expression, disability, HIV/AIDS status, veteran status or any other characteristic protected by law. All are encouraged to apply.

About HERE

HERE builds a community that nurtures career artists as they create innovative hybrid live performance in theatre, dance, music, puppetry, media and visual art. Our artist residencies support the singular vision of the lead artist through commissions, long-term development, and production support. HERE's programs and performances promote relationships among local, national, and international artists. Our space is a destination for audiences who are passionate about ground-breaking contemporary work and the creative process behind it.

Since 1993, HERE has been one of New York's most prolific producing organizations, and

today, it stands at the forefront of the city's presenters of daring new hybrid art. HERE supports multidisciplinary work that does not fit into a conventional programming agenda. Our aesthetic represents the independent, the innovative, and the experimental: HERE has developed such acclaimed works as Eve Ensler's *The Vagina Monologues*; Basil Twist's *Symphonie Fantastique*; Basil Twist and Joey Arias' *Arias with a Twist*; Hazelle Goodman's *On Edge*; Young Jean Lee's *Songs of The Dragons Flying To Heaven*; Trey Lyford & Geoff Sobelle's *all wear bowlers*; Faye Driscoll's *837 Venice Boulevard*; Taylor Mac's *The Lily's Revenge* and original musical and dance works created and directed by HERE Co-Founder and Artistic Director Kristin Marting.

The New York Times has called HERE "one of the most unusual arts spaces in New York and possibly the model for the cutting-edge arts spaces of tomorrow." Indeed, HERE has become successful at creating a new kind of arts enterprise—the collaborative multi-arts center. In 22 years, we've supported over 14,000 artists and attracted over 950,000 arts patrons. We aim to integrate art into daily life and engage our community's needs and interests on as many different levels as possible in order to ensure our regular presence in their lives.

HERE supports the work of artists at all stages in their careers through fully-produced works, commissions and subsidized performance and rehearsal space. In addition, HERE's staff provides marketing, technical and administrative support. All work at HERE is curated based on the strength and uniqueness of the artist's vision.

Over the last 25 years, HERE and the work presented HERE have garnered 1 Pulitzer Prize, 16 OBIE awards, two OBIE grants for artistic achievement, a 2006 Edwin Booth Award ("for Outstanding Contribution to NY Theatre") from the CUNY Graduate Center, five Drama Desk nominations, two Berrilla Kerr Awards, four NY Innovative Theatre Awards and a Pulitzer Prize nomination. We believe that our multidisciplinary approach is the way to engage the audiences of tomorrow, ensuring a healthy and productive future for the performing arts field at large.