

JACOB'S  
PILLOW

Deputy Director of Philanthropy

Jacob's Pillow

Becket, MA | Winter 2020

**Katharine Kaplan**

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**BOSTON | NEW YORK**

## About Jacob's Pillow

Jacob's Pillow (the Pillow) is a nationally and internationally renowned center for dance, home to the longest-running and largest dance festival in the U.S. (celebrating its 88th Festival in 2020), a recipient of the National Medal of Arts, and a National Landmark. Comprised of three stages, multiple studios (including a new, state-of-the-art facility), The School at Jacob's Pillow, a renowned Archives, and situated on a 220-acre campus in the Berkshires, the Pillow's mission is to support dance creation, presentation, education, and preservation, and to engage and deepen public appreciation and support for dance.



## About the Position

The position of Deputy Director of Philanthropy is a tremendous opportunity for an experienced Major Gifts professional to sustain, deepen, and expand a variety of fundraising avenues for the Pillow, including highest level Membership, capital campaign outreach, planned giving, and program underwriting by high net worth individuals. The Deputy Director of Philanthropy reports to the Director of Philanthropy and is responsible for managing a portfolio of approximately 200 donors and prospects. This position may



be based either at Jacob's Pillow's home in the Berkshires in Becket, Massachusetts or in New York City. During the ten-week Festival (mid-June through late August) the position will be based on-site for most of every week. Travel to engage with prospective funders throughout the year may also be required.

The Deputy Director is responsible for identifying, cultivating and stewarding prospects, conducting prospect research, managing, tracking and reporting on donor gifts, and closing a significant number of major gifts each year, working closely with senior staff at the Pillow and the Board of Directors.

## Key Responsibilities

- Manage a portfolio of prospects and current donors, maintaining frequent personalized contact.
- Qualify, cultivate, and solicit donors for funding to meet institutional priorities and fundraising goals.
- Design and implement effective strategies and tactics to actively engage donors and lead to solicitations and closed pledges and gifts.
- Spearhead creative thinking for innovative gift proposals that inspire donors to make major gifts and handle all steps of the gift process.
- As needed, provide support to involve the Director of Jacob's Pillow, Director of Philanthropy, other key staff members, and volunteer leadership in developing prospect relationships.
- Produce briefing materials and post-visit follow-up communications.
- Meet budgetary and planning goals for visits, solicitations, closes and other meaningful contact with assigned portfolio.
- Promptly record meetings and essential information in the database and manage prospects and gifts at the highest level.
- Analyze activities to achieve progress towards agreed-upon goals.
- Effectively utilize administrative support and delegate tasks as appropriate.

## Key Qualifications

- Minimum five to seven years fundraising experience and a track record of success in major gifts.
- Excellent verbal and written communication skills.
- Must be able to establish and maintain excellent rapport with donor constituents and colleagues.
- Strong strategic and tactical thinker and planner.
- Self-starter with a passion for meeting and exceeding goals.
- Demonstrated ability to engage in collaborative problem-solving with prospects and colleagues; highly organized in portfolio and time management.
- Able to operate both independently and as an active participant in team-based strategies.
- Versatile in standard office computer skills and online database systems.
- Experience working in nonprofit arts and/or dance-focused organizations.
- Ability to travel.
- Bachelor's degree or equivalent academic experience.



**All qualified candidates will receive consideration for employment without regard to race, color, religion, sex, national origin, disability, veteran status, or any other characteristic protected by law.**

Please email your cover letter and resume in confidence to:

[jacobspillow@developmentguild.com](mailto:jacobspillow@developmentguild.com)

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For more information about Jacob's Pillow, please visit <https://www.jacobspillow.org/>

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## About Development Guild DDI

Development Guild DDI is a nonprofit leadership development consulting firm that provides nonprofit executive search, fundraising counsel, and campaign services. We bring a powerful combination of discipline and innovation to every client engagement, delivering solutions that are both strategic and deeply rooted in experience and analysis. Drawing upon more than 2,500 client engagements and 40 years working in every nonprofit sector, our collaborative approach is distinguished by candid dialogue and supported by cutting-edge technology. We commit to understanding and respecting your unique culture and to translating that knowledge into viable solutions.

