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**JOB TITLE:** Associate Director, Institutional Giving

**DEPARTMENT NAME:** Development

**LOCATION:** New York, NY

**REPORTS TO:** Director of Development

**FLSA STATUS:** Exempt

The Apollo Theater is the largest culturally specific theater in New York City, and its mission statement is: *The Apollo Theater is a commissioner and presenter; catalyst for new artists, audiences, and creative workforce; and partner in the projection of the African American narrative and its role in the development of American and global culture.* The Apollo is dedicated to upholding principles of diversity, equity, and inclusion. The ideal candidate must be willing to explore this in the context of fundraising, seeking both cultural/performing arts funders and those committed to social justice.

**Position Summary:** A new position created to increase institutional gifts, the Associate Director, Institutional Giving will strengthen and expand the Apollo Theater’s donor portfolio and maximize its fundraising potential. Responsible for growing the corporate, foundation, and government programs and engaging current funders, the Associate Director, Institutional Giving will play a critical role in ensuring that the Apollo is able to advance its mission. This is an exciting, entrepreneurial opportunity for a strategic and collaborative thinker to grow and make a significant and lasting impact at a singular institution.

**Essential Duties and Responsibilities** include the following:   
  
Working closely with the Director of Development, the Associate Director, Institutional Giving will focus on developing new corporate, foundation, and government support and stewarding the current portfolio. Attracting additional sponsorship for the Apollo’s artistic and educational programs and special events will also be an important priority.

* Develop and execute fundraising strategies and activities with a focus on corporate and government support as well as corporate sponsorship
* Identify, cultivate, solicit and steward a portfolio of current and prospective donors with a goal of increasing funding from portfolio
* Work with Director of Development on cultivation strategies for institutional funders, with an emphasis on corporate prospects and government contacts
* Work with Director of Development to further develop corporate membership program and establish corporate council
* Coach, mentor and manage the Grant Writer, supporting the execution of a comprehensive fundraising strategy and annual goal setting
* In partnership with the Director of Development, support organization-wide strategic planning, information sharing, and communications across departments
* Oversee and monitor Apollo’s compliance with funding agreements and sponsorship contracts with an emphasis on sponsor benefits fulfillment
* Develop letters of inquiry, proposals, general correspondence, acknowledgements, and reports for institutional donors
* Engage with finance and programming departments to develop budgets to support programs and proposals
* Use the institution’s messaging to articulate and widely broadcast the Apollo’s mission and vision to both current and prospective donor communities in a way that represents the organization’s distinctive commitment to making a positive social impact beyond the performances and ticket sales
* Reports to Director of Development
* Direct reports: Grant Writer
* Other duties may be assigned.

**Qualifications:**

* Bachelors’ Degree, Advanced Degree Preferred
* Minimum of six (6) years experience in institutional giving and demonstrated success in institutional fundraising
* Strong writer with the ability to synthesize complex program concepts into compelling proposals and reports
* Excellent verbal communications skills
* Ability to work in a diverse and fast-paced environment
* Familiarity with Raisers Edge
* Highly organized, great attention to detail
* Polished, professional constituent interaction skills, ability to interact with a diverse constituency

**COVID-19 Vaccination**

Vaccination is required; however, the company will consider accommodations for disability- and religious-based reasons.

**Physical Demands:**

While performing the duties of this job, the employee is regularly required to sit. The employee is frequently required to walk. The employee is occasionally required to stand; use hands to finger, handle, or feel; reach with hands and arms; climb or balance; stoop, kneel, crouch, or crawl; talk or hear and taste or smell. The employee frequently will lift and /or move up to 10 pounds. Specific vision abilities required by this job includes close vision, distance vision, peripheral vision, depth perception and ability to adjust focus. While performing the duties of this job, the employee is occasionally exposed to outdoor weather conditions.

**Benefits:**

We value our employees' time and efforts. Our commitment to employee success is enhanced by competitive salary and our extensive benefits package including paid time off, medical, dental and vision benefits, and future growth opportunities within the company. Plus, we work to maintain the best possible environment for our employees, where people can learn and grow with the company. We strive to provide a collaborative, creative environment where each person feels encouraged to contribute to our processes, decisions, planning, and culture.

The above job description is not intended to be an all-inclusive list of duties and standards of the position. Incumbents will follow any other instructions, and perform any other related duties, as assigned by their supervisor.

To apply, send a cover letter and resume **to human.resources@apollotheater.org**. Please place the word(s) “Associate Director, Institutional Giving" in the subject header of your e-mail.