



JOB POSTING

ASSOCIATE DIRECTOR, INSTITUTIONAL GIVING

Creative Capital, the leading nonprofit organization funding the creation of groundbreaking art since 1999, seeks an Associate Director, Institutional Giving with seasoned grant writing, fundraising experience, and sophisticated communication and research skills to build and implement an institutional fundraising strategy. This is an exciting period of growth, as we seek to burnish Creative Capital's reputation as one of the leading organizations in the nation giving grants for individual artist projects in the visual arts, performing arts, film, literature, technology, and socially engaged work in all forms. We are looking for an experienced, intelligent, entrepreneurial, and savvy individual who can manage and foster solid relationships externally and internally for lasting impact.

The Associate Director, Institutional Giving will manage Creative Capital's portfolio of institutional donors and build strong relationships with: Bloomberg, Doris Duke Charitable Foundation, The Andrew W. Mellon Foundation, National Endowment for the Arts, Skoll Foundation, Surdna Foundation, The Andy Warhol Foundation for the Visual Arts, among others. They understand, develop, and apply complex principles of developing donor strategies. They will be required to use Creative Capital's donor database (Salesforce) and will be responsible for both creating/submitting proposals to institutional donors and managing the grant administration process once a gift is received by the donor. The Associate Director, Institutional Giving reports to the Director of Development and works closely with the President and Executive Director, the Director of Artist Initiatives, and the Chief Operating Officer.

Responsibilities:

- Lead institutional funding strategy in collaboration with the Director of Development and the President & Executive Director
- Research and analyze existing and new resources and opportunities to form a comprehensive work plan, budget, and calendar for institutional funding
- Craft and submit compelling correspondence, proposals, financials, and reports to funders
- Serve as primary point of contact for institutional donors, initiating and stewarding existing and new relationships
- Oversee the work of a development assistant, who can assist in research, tracking and gathering needed data and materials, and maintaining files
- Forecast and supervise all expenditures in relation to budget, and responsible for helping meet revenue goals for institutional funding
- Interface with leading administrators at major philanthropic organizations in meetings, at events, and online
- Interact with donors, artists, board members, and others at Creative Capital cultivation events and development events
- Serve as a public-facing advocate and ambassador for Creative Capital's mission in regional, national, and international arts communities
- Other duties related to artist events, as assigned



Qualifications:

- Requirements: Bachelor's degree is required; Master's degree is welcome
- A minimum of 5 years experience in institutional fund-raising, grant writing, and research in a not-for-profit environment, preferably in the arts and culture sector
- Experience in developing strategic engagements and large funding opportunities
- Superior writing and communication skills, with an ability to develop compelling communications to engage donors and prospects
- A track record of closing foundation grants in the five-to-seven-figure range for cultural/arts institutions
- Strong interpersonal and relationship-building skills, diplomatic and gracious under pressure, and experience working with cross-functional teams
- Outstanding organizational skills, including ability to plan, prioritize, and manage a varied workload to meet deadlines
- Experience recording and tracking grant and gift information in a fundraising database application (preferably in Salesforce or Raiser's Edge) and proficiency in Microsoft Office (Excel, Word, PowerPoint)
- Extensive experience working with budgets and other financial documents required for grant submissions
- A strong attention to detail and passion for arts/cultural institutions desirable
- Commitment to diversity, equity, inclusion and access in all our programs, partnerships, and development efforts

Position is flexible from 20 to 40 hours a week. and is exempt, and non-union. Ideally, candidates are based in or near Creative Capital's offices in New York City. Includes generous paid time off and benefits. Seeking to fill the position before or by January 31, 2022.

ABOUT CREATIVE CAPITAL

Creative Capital is a nonprofit organization whose mission is to fund artists in the creation of groundbreaking new work, to amplify the impact of their work, and to foster sustainable artistic careers. Awardees include luminaries such as: Theaster Gates, Simone Leigh, Kristina Wong, Lorraine O'Grady, Titus Kaphar, Mel Chin, Jesse Krimes, Taylor Mac, Cory Arcangel, Maggie Nelson, and Hasan Elahi. Founded in 1999, Creative Capital pioneered a transformative grant-making model that marries direct funding to individual artists with infrastructure and scaffolding support. Our pioneering efforts have impacted not just artists, but the arts ecosystem as a whole. The Creative Capital model of philanthropy has inspired countless other nonprofits investing in the long-term, sustainable careers of artists. More than 75% of our recent awardees are Black, Indigenous, Latinx, Asian, or artists of color representing a wide range of age groups, artistic disciplines, and regions. Our awardees have received prestigious honors and other accolades, including: 127 Guggenheim Fellowships, 19 MacArthur "Genius" Fellowships, 3 Academy Awards and 13 nominations, and 1 Booker Prize. www.creative-capital.org

TO APPLY: Creative Capital is committed to building unity and seeks to hire staff who foster an excitement for contributing to a thriving cultural community. Please tell us why that's you in your cover letter and include one writing sample (a proposal letter, letter of inquiry, or grant application are sufficient) along with your resume. Send as one PDF attachment at jobs@creative-capital.org with subject "Associate Director, Institutional Giving." Deadline is December 31, 2021.