



# THE ART STUDENTS LEAGUE

OF NEW YORK

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The Art Students League of New York is looking for an experienced **Manager of Institutional Giving** to support The League's fundraising and development efforts, including funding for potential capital campaigns.

This position is part of a small Development team responsible for raising a portion of The Art Student League's annual revenue. Working closely with the Director of Development, the Manager of Institutional Giving manages all aspects of institutional giving to The League, including foundation giving, government grants, and corporate philanthropy. In addition to stewarding current grants, the Manager of Institutional Giving researches and writes new proposals, creating tailored strategies for collaboration with funders, with a focus on sustained revenue generation and outcomes-based partnerships.

#### ESSENTIAL RESPONSIBILITIES:

- Maintain and expand The League's portfolio of foundation partners, government funders, and corporate partners.
- Steward current grants to ensure proper fulfillment of all grant requirements.
- Maintain a grants calendar of deadlines, shared with relevant colleagues.
- Research potential grant opportunities, working closely with other departments to identify projects or partnerships that enhance the mission of The League.
- Write proposals for new grant opportunities.
- Prepare grant budgets and comply with League reporting procedures as determined by the CFO.
- Synthesize The League's programs and activities into clear, compelling presentations, proposals, and reports.

#### UNIQUE REQUIREMENTS OF THIS JOB:

- The ability to work effectively and collaborate with all departments of The League, including Exhibitions/Gallery, Student Affairs, Marketing/Graphic Services/Social Media, Programs, and Finance.
- Efficient, organized, detail-oriented, self-motivated, and a team-player.
- Understands the greater priorities of The League.
- Can manage multiple time-sensitive projects at once.
- Ability to optimize time worked in the office as well as tasks handled remotely.
- Excellent writing and presentation skills.
- An ability to take the initiative and make things happen.
- A passionate commitment to The Art Students League's mission and vision.

#### JOB QUALIFICATIONS:

##### Degree(s) Preferred:

B.A. desired; a degree in creative writing, journalism, and/or Development/Fundraising a plus.

##### Years of Experience Desired:

3-5 years of mid-to-high level development experience and non-profit grant writing experience.

##### Industry Knowledge:

Art Education and arts experience a plus.

##### Computer Experience:

Mac and/or PC proficient, and skilled with Microsoft Office, Excel, and PowerPoint. Experience or familiarity with Raiser's Edge fundraising database a plus.

#### ABOUT THE ART STUDENTS LEAGUE

The Art Students League of New York was founded in 1875 and remains an institution run by artists in support of artists. The League fulfills its mission by offering accessible, affordable, high quality education and instruction in painting, drawing, printmaking, sculpture, metal work and mixed media in the context of an Atelier system. There are no entrance requirements, degrees or set curriculum. Students come for a hands-on studio education accessible to anyone who truly aspires to develop as an artist, whether they seek to pursue a profession in the fine arts or are just beginning their artistic journey. Each month, more than 2,500 students of all ages, backgrounds and skill levels, study on-site at the League or through the League's online e-atelier class program.

Many famous artists who have shaped the vocabulary of art worldwide have been instructors, lecturers, and students at the League. They include Georgia O'Keeffe, Romare Bearden, Jackson Pollock, Carmen Herrera, Robert Rauschenberg, Adrian Piper, Louise Bourgeois, Alexander Calder, James Rosenquist and Ai-Weiwei, among many others.

#### TO APPLY FOR THIS POSITION:

Please submit your resume and salary requirements along with a cover letter stating why your background and experience makes you the perfect candidate for this position.

Please note that due to the many resumes we receive we are only able to reply to those candidates selected for an interview. Thank you for your interest in this position and for your understanding.

#### COVID-19 CONSIDERATIONS:

Individuals who enter the premises are required to wear a mask and adhere to League guidelines regarding social distancing. Upgrades have been made to the building's HVAC system. Occupancy limits are in effect.

**Principals only. Recruiters, please do not contact or call.**

**APPLY NOW**