



425 Lafayette Street
New York, NY 10003

Associate Director, Institutional Partnerships

The Public Theater is seeking a savvy, outgoing member to join the Director of Institutional Partnerships in cultivating, building, and maintaining high quality relationships and innovative partnerships. The Public Theater continues to create the canon of American theater by providing a wide breadth of programming to audiences in partnership with pillars of arts and culture philanthropy like the Ford Foundation, the Andrew W. Mellon Foundation, and the Jerome L. Greene Foundation, and with corporate entities like Bloomberg, Bank of America and JetBlue. The Associate Director of Institutional Partnerships will work to steward and support existing relationships, while continually developing new institutional partners.

Responsibilities:

- Develop the Public's institutional giving strategy and institutional giving relationships, including personal relationships and between funders and key organizational personnel, with foundations, corporations, and organizations.
- Work with The Public's Development Department leadership team to share and develop institutional giving planning and priorities.
- Work with the Institutional Partnerships team to execute deliverables in the institutional giving portfolio, including the annual calendar of deadlines (applications, LOIs, etc), notifications, and reports.
- Work with Institutional Partnerships team on prospecting and development efforts to cultivate new partners
- Facilitate opportunities to share programs, productions and relevant activities with funders
- Manage correspondence and create contracts with The Public's institutional funders.
- Proactively cultivate and foster ongoing discussions with funders to anticipate and respond to emerging trends, policies and best practices in the field
- Oversee the maintenance of central files and profiles on all institutional funders
- Work closely with Finance and the Institutional Partnerships team to create appropriate project budgets for grant proposals.
- Partner with the marketing and graphics team on communication plans and ensure that institutional donors are appropriately recognized in accordance with contractual funding agreements.

Requirements:

The ideal candidate must have 5+ years' experience working with funding entities, developing grant applications, or evaluating grant applications and excellent management skills, The ability to interact with staff at all levels, remaining proactive, resourceful and efficient, with a high level of professionalism and confidentiality is crucial to this role.

Excellent written and verbal communication skills, strong decision-making ability and attention to detail are equally important. Must be exceedingly well organized and flexible. Strong knowledge of Word, Excel, and Outlook. Knowledge of theater and the arts in NYC a plus.

The Public is committed to creating a diverse and inclusive environment and is proud to be an equal opportunity employer. Applicants from populations underrepresented in the theater field are strongly encouraged to apply. All qualified applications will receive consideration for employment without regard to race, color, religion, gender, gender identity or expression, familial status, sexual orientation, national origin, ability, age, or veteran status.

This is an Exempt position, according to the Fair Labor Standards Act. Position is available immediately.

Please send cover letter, resume, and salary expectations to: jobs@publictheater.org