

Monday, March 11, 2013

## Parsons Dance Seeks Development Manager

info@parsonsdance.org Parsons Dance 229 West 42nd Street, 8th Floor New York, NY 10036

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### DEVELOPMENT MANAGER

#### PARSONS DANCE

Under the artistic direction of dancer/choreographer David Parsons, Parsons Dance is one of America's largest, most successful and longest established contemporary dance companies.

Parsons Dance seeks a dynamic, energetic, nonprofit professional with a strong background in development (fundraising), to serve full-time in the position of Development Manager. The Development Manager reports to the Executive Director and liaises with the Board of Directors, individual and institutional donors, media and industry professionals, and others.

We are looking for candidates with 1+ years of professional experience. Major responsibilities of the Development Manager include:

- Coordinate, organize and manage annual campaign, gala and other special events
- Maintain and manage systems for tracking and acknowledging grants, gifts, donor histories and profiles.
- Work closely with the Board of Directors and Executive Director to increase individual donations through the stewardship of existing donors and identification of potential new supporters.
- Help generate grant proposals and meet appropriate deadlines.

#### Candidate Qualifications:

- Minimum of 1 year of full-time, professional experience.
- Strong organizational and project management skills with the ability to meet tight deadlines and manage multiple projects simultaneously.
- Knowledge of all aspects of nonprofit management, with a demonstrated successful track record in development, special events management and building relationships.
- Willingness to work occasional evenings and weekends.
- Adaptability, flexibility, creativity, a cooperative spirit and a sense of humor are invaluable to success in the dynamic, energetic and highly spirited office environment of Parsons Dance.

Immediate opportunity; position is open until filled. Interested applicants should email a cover letter with salary requirements and resume to info@parsonsdance.org

[www.parsonsdance.org](http://www.parsonsdance.org)

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