

Wednesday, April 10, 2013

Parsons Dance Seeks Development Associate

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

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PARSONS DANCEDEVELOPMENT ASSOCIATE
 Fast track to Development Manager position

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

Parsons Dance seeks a dynamic, energetic, nonprofit professional with a strong background in fundraising, to serve full-time in the position of Development Associate, with a fast track to the Development Manager position. The Development Associate reports to the Executive Director and liaises with the Board of Directors, individual and institutional donors. This is a one person department with planned growth to three.

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

- 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 supporter
- 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.
- Help generate grant proposals and meet appropriate deadlines.

Candidate Qualifications:

- Minimum of 1 year of full-time, professional fund raising experience a requirement.
- Demonstrated successful track record in building relationships, meeting fund raising objectives and events management. Grant research is a plus.
- Strong organizational and project management skills with the ability to meet deadlines and manage multiple projects.
- Willingness to work occasional evenings and weekends.
- Adaptability, creativity, and a sense of humor are invaluable to success in the 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

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