

Tuesday, January 7, 2014

## Managing Director with Development skills, Buglisi Dance Theatre

Send letter, resume detailing non-profit, dance company and/or performing arts experience and 3 or more references to: Executive Director Suzanne Konowitz [buglisi@buglisidance.org](mailto:buglisi@buglisidance.org) Put in subject line: Managing Director position [► Share](#) | [Print](#) | [Download](#)

Buglisi Dance Theatre, a premier contemporary dance company, seeks a part-time Managing Director with development skills to manage all aspects of the organization including general office administration, fundraising, grant writing, budgeting, scheduling, marketing, managing NYC performance season, and helping to build strong commissioning, educational and residency programs. The position requires working with the Board on the annual gala and development initiatives and attending all Board and Committee meetings as necessary.

The ideal candidate will have a proven track record in the areas outlined above, at least three years of development experience at a manager level or above, proven ability to increase fundraising capacity, experience of working directly with Board members and individual patrons, organizing special events/galas, donor cultivation, strong leadership, enjoy working with people and have organizational skills to manage multiple areas simultaneously, excellent written and interpersonal skills, and highly capable computer skills and knowledge of FileMaker Pro, Outlook, Constant Contact, and social media.

The successful candidate must be capable of handling a consistently high level of work that includes some evenings and weekends when required, and be able to work independently and as part of a small but highly collaborative team. Office located in the heart of Times Square.

About the Company: Buglisi Dance Theatre, Artistic Director Jacquelyn Buglisi, has included some of the most brilliant stars of American contemporary dance. The theatrical appeal of the works in the repertoire and their dramatic intensity have won invitations to prestigious venues including the Jacob's Pillow Dance Festival, the Kennedy Center for the Performing Arts; the Sosnoff Theater, Bard College; Dance St. Louis' Spring to Dance Festival; the Melbourne International Festival, Australia; the Oriente Occidente Festival, Italy; and The Joyce Theater, where the company performs its NYC seasons.

Compensation: commensurate with experience. BDT is an Equal Opportunity Employer. Position available immediately.

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