

Monday, July 7, 2014

## Director of Development and Communications

Company: Career Transition For Dancers

Location: New York, NY

Compensation: Career Transition For Dancers does provide an Employee Benefits Package.

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Career Transition For Dancers is a 29 year-old national arts service organization with three offices (New York, Los Angeles and Chicago) offering counseling, seminars, and scholarships to dancers considering a career change. With a budget of \$1.7 million, our strategic plan calls for expansion of services which will require a budget expansion over the next few years.

The Director of Development and Communications will report to the President, and have the support of a full-time Development Associate and part-time Communications Coordinator in addition to Web and Graphic Design Consultants. We need a seasoned development professional with a proven track record who will work with a dedicated group of leaders to elevate CTFD's national presence and raise funds necessary to help dancers establish successful post-performance careers. The prospective candidate must also be accustomed to working with boards and committees.

The candidate must be a hands-on manager, a strategic thinker and planner, a problem solver, and be able to respond to requests quickly and effectively. In addition to excellent communication skills, he or she must be bright, diplomatic, analytic, of the highest integrity, and possess sound judgment.

### Qualifications

Prefer 6+ years of progressive responsibilities in fundraising.  
Experience in obtaining and managing major gifts from individual donors, foundations and government.  
Strong leadership ability, including management, strategy, and analysis.  
Excellent verbal and written communication skills.  
Ability to meet aggressive deadlines and juggle multiple priorities.  
Computer skills and knowledge of database programs (Salesforce).  
Knowledge of WealthEngine Solutions data a plus.

The Director will oversee and manage the following specific areas:

Major Donors  
Sponsorships  
Grant Proposals  
Fundraising Events  
Database (Salesforce)  
Board Development  
Managing the organization's brand and all associated marketing and communication materials.  
Development Associate and Communications Coordinator while building consensus with other staff members.  
Creating and implementing annual development plan and consultation with the President and Board Committee.  
Managing all strategies and activities for donor cultivation, solicitation and relations.

What you must submit to apply for this position:

Please send a Cover letter (include your salary requirement), resume, 3 professional references, and a one page writing sample in 1 pdf document to: [elacause@careertransition.org](mailto:elacause@careertransition.org). No phone calls.

Career Transition For Dancers is an Equal Opportunity Employer.

Career Transition For Dancers  
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