

Wednesday, August 27, 2014

Movement Research is hiring a Development Manager

Company: Movement Research
Location: New York, NY
Compensation: \$20/hour

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Development Manager

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Applicants must be available to interview September 2-9, 2014.

Training will take place September 15-30, 2014.

Start date is October 1, 2014.

Position Information:

Development Manager position is a part-time hourly position for 51 weeks/year, 20 hours/week; with one week paid vacation. Compensation is \$20/hour. Employee contribution 403(b) plan is available. Employee receives free access to Movement Research classes and selected workshops. Schedule is anticipated to be 3-4 days per week in the office.

To apply, please email the following materials to work@movementresearch.org with Development Manager in the subject line:

Resume

Cover letter

Name, title, organization, email and phone number for two to three professional references

If available, please include a writing sample from a recent funding application

No phone calls please. Email inquires only, please.

Development Manager Responsibilities

Grant Writing / Funder Relationships

Prepare and submit grant proposals to government agencies, foundations, and corporations, including writing narrative descriptions, preparing program budgets and organizational information. Maintain funding deadline and reporting calendar in FileMaker and Google calendar. Maintain FileMaker database tracking all submissions, support requested and received, reporting requirements, and funder correspondence. Maintain eligibility for government grants, including tracking deadlines and updated accounts with NYC Charities Compliance, NYS Grants Gateway, and SAM. Correspond with funders, maintain development files, write acknowledgement letters, ensure compliance of grant contracts, and prepare reports. Track statistics, activities and accomplishments of all Movement Research programs in FileMaker database and spreadsheets for use in proposals and reports, and for use by staff in budgeting and programming. This includes corresponding with other staff and overseeing tracking by program coordinators and interns. Conduct prospect research and keep up to date on new funding opportunities, including attendance at information sessions. Preparation of annual report text and coordination of design and additional components including financials along with other MR staff. Manage acknowledgements list, including list of required logos, for printed marketing materials and keep staff up-to-date.

Individual Donor Relations

Write and assist in mailing End of Year appeal letter. Manage Friends of MR program, including oversight of marketing materials, including print and online materials in collaboration with the Marketing Associate. Planning and coordinating two annual individual cultivation events, including a Season Opening party, in collaboration with staff, and a winter cultivation event, in collaboration with the Board of Directors. Work with the Executive Director on inviting, confirming, corresponding with and tracking the Gala Honorary Committee. Write and send thank you letters for individual contributions in end-of-year campaign, Friends of MR, and Gala campaigns. Track all individual donations in FileMaker and reconcile with Quickbooks records.

Liaison to Board of Directors, Board Committees and Artist Advisory Council

Primary board, committee and Artist Advisory Council (AAC) liaison including correspondence on behalf of staff and Executive Director. Set meetings and collect RSVPs. Prepare meeting agendas, information packets and other materials in advance, in conjunction with Executive Director and respective committee chairs. Take minutes at meetings, and edit/oversee approval of minutes with Executive Director and respective committee chairs. Prepare and distribute summary minutes and action steps after each meeting. Manage completion of action steps after each meeting. Communicate with Board, committees and AAC to track progress on specific issues. Prepare information packets and other materials for new and potential Board and AAC members. Work with committee chairs to complete report forms and prepare action steps. Work with the AAC to plan and host the annual Town Hall event in the fall. Coordinate marketing with other MR staff.

Write and distribute annual fiscal year and calendar year donation letters to Board members.

Strategic Plan

Schedule staff Strategic Plan meetings to review progress on action steps.

Correspond with chair of board Strategic Plan Committee about setting meetings and board status on action steps.

Performing administrative tasks related to measuring progress on Strategic Plan goals and reporting to staff and board.

Additional Administration

Assist Executive Director with tasks including scheduling meetings and preparing letters of recommendation and support.

Organize tasks and supervise interns in their work in the areas of development and database entry.

Participate in editing and proofreading all marketing materials, including season calendars, MELT brochures, press releases, etc.

Offer Artist-in-Residences individual consultations and review their written materials upon request.

Draft and manage completion of Annual Reports at the end of each fiscal year.

Qualifications:

A minimum of 3 years experience working in the professional not-for-profit field and a minimum of 2 years grant writing, fundraising or development experience in the not-for-profit field is required.

Preferred candidates will have previous experience preparing funding proposals to both private foundation and government funders.

Knowledge of national and local performing arts funders is a strong asset.

Familiarity with Mac platforms required; familiarity with FileMaker Pro and Excel preferred.

Strong communication, writing and organizational skills are necessary.

The ability to work independently and as part of an administrative team.

Movement Research
55 Avenue C
New York, NY, 10009
<http://movementresearch.org>

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