dance/NYC®

OUR NEW YORK CITY DANCE

Thursday, December 11, 2014

Dance/NYC seeks Development Associate

Company: Dance/NYC
Location: New York , NY
Compensation: Compensation is hourly ($18-20), based on experience. Dance/NYC is an equal opportunity employer.

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Title: Development Associate

Location: New York City

Reports to: Executive Director, Operations Manager

Status: Part-time, non-exempt position with opportunity for career growth within the organization; hours (app. 20) negotiable; start date also negotiable but as soon as possible

Dance/NYC's (www.dancenyc.org) mission is to promote and encourage the knowledge, appreciation, practice, and performance of dance in the metropolitan area. The organization achieves this mission through three core program areas: public engagement/education, research, and convening/professional development. It seeks to add a part-time employee to its current 3.5 member team to coordinate and provide administrative support for its development activities, particularly individual donors.

Duties and Responsibilities

- Manage all aspects of fundraising solicitation (print and online) and acknowledgements for recurring and new individual donors, including 1-2 annual direct mailings and targeted campaigns, for instance, for special projects and matching funds
- Develop and manage pilot corporate giving campaign in spring 2015, and create plan for future corporate campaign efforts thereafter
- Manage all aspects of cultivation and fundraising events, at least two annually, including but not limited to event logistics, invitations, and sponsorships
- Conduct substantive prospect research for individual donors, Board and committee members, and corporate sponsors, and develop prospect lists
- Keep detailed donor records for audit and administrative purposes and maintain and improve database (Salesforce), including data entry and clean up
- Regularly produce execution plans and reports on impact for ongoing activity for staff, leadership, and external stakeholders
- Participate in setting short- and long-term fundraising goals and generate recommendations for additional business development initiatives, including e-communications and social media campaign activity
- Regularly liaise with staff to advance fundraising objectives across areas of activity, especially programs and communications; and provide additional fundraising and administrative support as needed
- Provide service to donors as directed, including activity to advance their role as ambassadors

Qualifications
The ideal candidate will have relevant prior development experience and be comfortable using Microsoft Office Suite and CRM Software (Salesforce). S/he will be methodical and detail oriented, with excellent planning and time management skills, and able to advance multiple projects simultaneously while meeting deadlines. S/he will have strong communications, especially writing skills. S/he will be versed in the arts and culture landscape.

To apply, please send a cover letter, resume, compensation requirements, and references by e-mail to Milena Luna at mluna@dancenyc.org. The position is open until filled but Dance/NYC will give preference to applications received by February 28, 2015.

Dance/NYC
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For more information:
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