

Friday, March 25, 2016

Development Assistant at Dancewave

Company: Dancewave, Inc

Location: Brooklyn, NY

Compensation: Commensurate with experience

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The Development Assistant at Dancewave is an ideal position for anyone interested in gaining experience and knowledge in professional fundraising, non-profit leadership and arts administration. This is an exciting time as we embark on a capital campaign, and a critical time for fundraising! Working alongside the Development Associate and Executive Director, you will gain exposure to field professionals including public officials, nonprofit administrators, artists and philanthropists. Join us in supporting Dancewave's mission of "transforming lives through dance" for thousands of New York City youth and adults. You will provide direct support to the Development Associate in the implementation of Dancewave's comprehensive fund-raising program that is focused on institutional support, individual donors, membership, and special events.

Reports to: The Development Associate

SALARY: Part-Time with opportunity to increase to Full-Time; salary commensurate with experience

START DATE: Immediately

Position Responsibilities

Research, Cultivation, and Solicitation

Conduct prospect research at the direction of the Development Associate, and recommend prospects for solicitation.

Support execution of strategies for cultivating and soliciting donations from all giving sectors.

Manage the annual fund direct mail campaign and assist in creation and dissemination of appeals.

Maintain accurate records and calendars.

Grants

As directed, assists in the preparation of grant proposals and reports.

Primary responsibility for processing acknowledgement letters. Crafts letters and ensures that all contributions are appropriately acknowledged.

Maintain accurate records and calendars of proposals, reports and acknowledgments.

Development Operations and Management

Responsible for developing and maintaining additional fund-raising administrative tools, including prospect spreadsheets, annual solicitation and reporting calendars, and tools for tracking income and progress toward income goals.

Primary responsibility for entering and tracking data in Salesforce database.

Special Events

Assist in all aspects of coordinating fund-raising special events, including planning, designing, contracting with vendors, printing, disseminating information and invitations, tracking income and responses, coordinating entertainment.

Executing events and forging new connections/opportunities.

Acknowledgement of donors and other partners.

Generating income and expense reports.

Support to Board

As directed by the Development Associate, provide information and administrative support for the Board members pertaining to fund-raising activities.

Sponsorship

Develop Sponsorship plans with Development Associate.

Research Prospective Organizations/Businesses & engage new corporate partners.

Assist in Development of Sponsorship materials and packages.

Maintain current and cultivate new relationships for AD sales & Sponsorships for Gala program.

Additional

Press Releases for Events

Update/Maintain Press Kits

Required:

Bachelor's Degree

Superb written, oral communication and networking skills

Excellent time management skills and ability to meet deadlines

Strong leadership skills to inspire staff, board, donors and interns

Ability to multi-task, prioritize and manage competing demands

Passion for Dancewave's mission and commitment to serving youth

Fluency in Microsoft Office Suite (Word, Excel, Power Point)

Ability to speak about dance and dance education

Preferred:

Demonstrated ability to build creative and mutually beneficial partnerships within the nonprofit, public and corporate sectors

Familiarity with NYC and NYS government contracts

Experience with Salesforce, database design or theory
Masters Degree

TO APPLY: Email resume, cover letter, and 2-page writing sample to jobs@dancewave.org with subject line Development Assistant. No calls please. ONLY EMAILED APPLICATIONS WILL BE CONSIDERED.

Dancewave, Inc
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