

Tuesday, April 26, 2016

Gallim Dance seeks Development Manager

Company: Gallim Dance
Location: Brooklyn, NY

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Development Manager (full-time)

Gallim Dance seeks a strategic, eager and experienced Development Manager to support Gallim's efforts to achieve our annual contributed income goals, grow and engage our donor base at all levels, and lay the groundwork for a \$1.5 million campaign towards our 10th anniversary season. This manager will be an integral member of a small, nimble and experienced administrative team and will act as a key partner to the Executive Director in development and external affairs.

Gallim Dance is a renowned contemporary dance company in Brooklyn, whose touring performances and new work was hailed on four "Best of Dance" lists in 2015 alone. Founded by Artistic Director Andrea Miller, a Guggenheim Fellow, Gallim approaches its 10th anniversary season with interdisciplinary performances at Lincoln Center, The Kennedy Center, and the Frieze Art Fair. Miller has received acclaim from the New York Times, VOGUE and Dance Europe, among countless others, as "A rising star choreographer...shaping this generation of the art form." Gallim Dance has been hailed by Crain's for its exemplary entrepreneurship, with a strong track record of executive leadership in balanced budgets, strategic growth and sustainability, including a stable home base in Clinton Hill that launched a successful educational arm. Gallim reaches tens of thousands of people each year through performances and NEA-funded community programs at its studio.

The Development Manager reports to the Executive Director, supporting the development of strategic goals and managing execution in all fundraising areas during this pivotal time and the ambitious efforts towards long-term contributed income growth.

Specific duties include:

Strategic Planning and Reporting

- Working closely with the Executive Director, develop stretch goals and strategies for all contributed income areas. Plan and implement a pro-active program for all areas
- Recommend and implement annual fundraising calendar, benchmarks, and timelines
- Manage Salesforce for measuring and reporting fundraising pipeline and outcomes

Donor Cultivation and Solicitation

- Manage and actively participate in the solicitation, cultivation, and stewardship of all donors, including individuals, corporations, foundations, and government partners
- Enable the Executive Director's fundraising activities, and provide support on relationship building with current and future donors and major donor meetings
- Arrange for, and prepare Executive Director, Artistic Director and Board members for, fundraising meetings and presentations
- Implement best practices to effectively shepherd prospects and donors through increased levels of cultivation and giving for donor

program and anniversary campaign, including building robust prospect pipeline; facilitating regular points of contact; and effectively tracking all cultivation efforts

Specific Development Projects

- Plan and oversee annual fundraiser, as well as smaller cultivation events for community of donors at all levels and special gatherings of major stakeholders
- Oversee donor solicitations and mailings, including annual appeal, annual report, community email updates, and proposals for 10th anniversary campaign
- Prepare, write and manage public and private grants
- Create new institutional giving and planned giving opportunities

Department Leadership

- Supervise seasonal interns, who assist with projects including prospect research
- Partner with the Executive Director and Board Liaison to strengthen volunteer-led fundraising activities
- Opportunity to supervise a part-time Associate for external communications needs and graphic design to support effective positioning

The ideal candidate will have:

- 2-4 years of development experience, with increasing responsibility to grow contributed income
- Experience in special events
- Proven track record in expanding a previous employer's individual and/or foundation donor base; direct experience in soliciting and securing gifts
- Project management track record with ability to work autonomously, exhibiting strong organizational skills, strong attention to detail, organization and deadlines
- Knowledge of the arts, dance, and government funding environment
- Strong relationship management skills and ability to influence a variety of stakeholders
- Excellent interpersonal, organizational, writing, and database management skills
- Excellent speaking and public presentation skills
- A systematic approach to donor prospect research, outreach, cultivation, and retention, and experience with Gallim's donor data base, Salesforce
- Passion for contemporary dance and Gallim
- Self-starting with proven ability to develop creative ideas into action
- Eagerness to join a fast-paced, entrepreneurial arts environment and to be an integral part of building its future

Salary commensurate with experience

Send cover letter (pasted into email), resume, salary history and writing sample to: jobs@gallimdance.com

Subject: Development Manager

Gallim Dance is an equal opportunity employer

Gallim Dance
520 Clinton Ave
Brooklyn, NY, 11238
www.gallimdance.com

For more information:
Gallim Dance
jobs@gallimdance.com

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