

Wednesday, October 12, 2016

## Doug Varone & Dancers Seeks Development Officer

Company: Doug Varone and Dancers  
Location: New York, NY

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Doug Varone and Dancers (DOVA), one of the country's premier dance companies, is currently seeking an experienced Development Officer for 15-20 hours per week. The Development Officer reports to the Executive Director and collaborates with the Artistic Director to craft proposals and strategies to optimize income across all contributed revenue streams (institutional, government, corporate, and individual). Candidates must possess strong writing skills, be detail oriented, eager to collaborate, and a strategic fundraiser.

Responsibilities include:

Grantwriting and reporting

Collaborate with Artistic Director, Executive Director, and program staff to gather the necessary information to ensure proposals are comprehensive and compelling

Strategizing individual campaigns and approaches to institutional funders

Assisting with the planning of special events

Managing funder and donor communications

Gift processing and database management

Managing a Fundraising Intern

Approve marketing materials for required funder crediting

Perform other duties as assigned

Qualifications, Skills, and Knowledge Requirements:

Bachelor's degree with at least 2-5 years of foundation and government fundraising experience (including NEA, NYSCA, and DCA) with a focus on arts fundraising.

Impeccable writing skills, demonstrating an ability to communicate clearly with both institutional funders and one-on-one with donors.

Comfortable with crafting basic project budgets.

Database experience; Salesforce a plus.

Demonstrated ability to manage several projects at once with a strong attention to detail while meeting deadlines.

Proficient with Microsoft Office, Google Apps, and Windows.

To apply: Please send a résumé, letter of interest, and short grantwriting sample (2-3 pages) to [jobs@dougvaroneanddancers.org](mailto:jobs@dougvaroneanddancers.org) with the subject line "Development Officer."

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