

Saturday, January 21, 2017

Jessica Lang Dance seeks Development & Operations Manager

Company: Jessica Lang Dance

Location: Long Island City, NY

Compensation: Commensurate with experience. Benefits included

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The JLD Development & Operations Manager is a full-time position responsible for supporting the Artistic Director and the activities of the company. In concert with leadership, the Development & Operations Manager is responsible for networking and representing JLD in the community and building a sustainable funding base to support ongoing operations through all aspects of fund development. The Development & Operations Manager will take the lead on all development, operational and communications related activities and serve as the organization's primary point of contact for these areas. This person reports to the Artistic Director and works closely with the Board of Trustees, bookkeeper and grant writer of Jessica Lang Dance.

The Development & Operation Manager's responsibilities include, but are not limited to:

Director Support

- Help Artistic Director make efficient use of time by handling day-to-day administrative tasks.
- Act as liaison with people from both inside and outside the organization, ensuring those representing the organization have needed information and are connected to the appropriate parties.
- Develop coordinated agenda for bi-weekly meeting with Director all staff.
- Draft and distribute contracts as requested by the Artistic Director, obtaining necessary employment forms from contractors.

Office Operations

- Assist in daily operations, including maintaining calendars, drafting correspondence, and processing/organizing large amounts of information.
- Maintain office files and systems. Troubleshoot and schedule solutions as appropriate. Procure supplies as needed.
- Handle daily mail, distributing to appropriate staff including Artistic Director, Company Manager, Grant Writer or Bookkeeper.
- Ensure annual renewal of policies such as insurance.
- Ensure all employee forms are kept current.
- In cooperation with the Artistic Director, assemble packets for quarterly board meetings.

Fundraising and Grant Writing

- Work with Artistic Director and grant writer to set annual fundraising goals for general operating support, new works, and special funds, and create plans for meeting these targets, with the goal of increasing local and national support at all levels of giving
- Create and maintain donor profiles for board and staff, researching new prospects
- Recommend cost-effective options for donor database and oversee implementation with chosen vendor
- Manage the donor calendar, coordinating appointments and calls, with a minimum of one contact/month for all major donors
- Handle all donor communications, including acknowledgements and correspondence

Board

- Working with Artistic Director, maintain strong relationships with members of the Board of Trustees, providing regular updates
- Prepare materials and reports for quarterly board meetings
- Initiate and participate in the recruitment and retention of new members to the board

Events

- Plan and implement special events for major donors and members of the Dancers' Circle (ie, annual event, in-home salons, post-show receptions, and open rehearsals)
- Recruit hosts, volunteers and in-kind donations as needed for each event

Financial

- Monitor progress toward annual goals in all segments of giving
- Submitting monthly contributions reports to the Artistic Director, in coordination with the bookkeeper
- Provide needed reports and information to bookkeeper and auditor for the annual audit process

A successful candidate will have the following qualities:

- Passion for dance and the arts
- Organized and an impeccable attention to detail
- Strong dance and development background essential
- Able to handle a diverse set of tasks and plan each day accordingly
- Courteous manner, with strong communication and interpersonal skills
- Strong writing skills
- Proficient with Outlook, Mac computer programs, Microsoft Office Suite; basic knowledge of databases

-Punctual and Self-motivated

To apply, please submit cover letter and resume to info@jessicalangdance.com with "Development & Operations Manager" in the subject line.

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For more information:
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