

Friday, March 24, 2017

## Development Assistant at Dancewave

Compensation: \$\$\$

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POSITION: Development Assistant at Dancewave  
REPORTS TO: Executive/Artistic Director (ED)

SALARY: Based on experience

HOURS: Part-time 20 hours/week; must be available on select weekends for performances

START DATE: Immediately

**JOB DESCRIPTION:** Dancewave seeks an Assistant Director of Development to assist in managing all fundraising activities for the organization. The Assistant Director of Development must be highly organized, with excellent written and verbal communication skills, and a strong passion for Dancewave's mission. This position is an incredible opportunity for an ambitious, young-in-career nonprofit professional to develop new skills and contribute to the growth of an innovative, rapidly expanding arts organization. The Assistant Director of Development works closely and directly with Dancewave's Executive & Artistic Director and the Dancewave Team to plan and implement all facets of development.

### RESPONSIBILITIES:

#### Strategic Planning & Board Development

Work with ED and staff to develop annual implementing fundraising strategy  
Schedule and accompany ED to meetings with potential community partners and funders  
Assist ED and Board Chair with quarterly board meetings and fundraising committee meetings  
Prepare fundraising reports for ED and Board  
Assist ED and board in launching a capital campaign

#### Government Contracts

Write and submit government grant applications and grant reports  
Manage D-Wave in Motion (Arts in Education) contracts; prepare contracts, submit payments, track all contracts  
Manage current government grants (incoming receipts, filing)  
Liaise with local elected officials regarding government funding  
Manage existing capital campaign funds  
Research and track new government funding opportunities

#### Foundations

Write and submit grant applications and grant reports  
Manage current foundation grants (incoming receipts, filing)  
Manage relationships with foundation officials  
Research and track new foundation funding opportunities

#### Individual & Business Donors

Manage annual appeal campaign (writing, design, mailing)  
Work with ED to identify prospective individual donors and schedule meetings  
Track incoming donations  
Solicit support from individuals and businesses for Dancewave's annual gala

#### KNOWLEDGE, SKILLS AND ABILITIES:

#### Required

Superb written and verbal communication skills  
Excellent time management skills and ability to meet deadlines  
Ability to multi-task, prioritize and manage competing demands  
Grant writing experience and familiarity with funder research resources  
Excellent interpersonal and networking skills; positive and professional demeanor  
Passion for Dancewave's mission and commitment to serving youth  
Fluency in Microsoft Office Suite (Word, Excel, Power Point)  
Ability to pick up new computer programs quickly  
Self-starter with a positive, flexible, can-do attitude  
Ability to speak about dance and dance education

#### Preferred

Training in dance and/or dance education; work experience with dance company/organization  
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

#### EDUCATION AND EXPERIENCE

Bachelors Degree in liberal arts, arts administration, or business  
1-3 years nonprofit development experience, including grant writing and individual donor development, preferably at an arts non-profit

#### WORKING ENVIRONMENT

Small office, dance studio  
Five (5) staff members  
Interaction with kids of all ages, parents and teachers as part of daily work life!

HOW TO APPLY: Submit a cover letter, resume and 1-2 page writing sample to [jobs@dancewave.org](mailto:jobs@dancewave.org).  
No phone calls please!

#### ABOUT DANCEWAVE

Dancewave is a dance education nonprofit that focuses on the development of the whole person through a dance experience accessible to all. Dancewave was founded 1995 by Diane Jacobowitz, Artistic/Executive Director. Since its inception, Dancewave has offered education programs for young people with a rare combination of four core values: artistic integrity, nurturing support, educational rigor and access for all students. Dancewave is committed to serving disadvantaged student populations who would not typically have the opportunity to pursue high-level dance training.

Dancewave's programs include: DANCE TRAINING (The School at Dancewave, Summer Dance Intensive); ARTS IN EDUCATION (D-Wave in Motion, Public Schools Master Class Tour), PRE-PROFESSIONAL COMPANIES (Dancewave Company, Dancewave Company II, Young Movers Ensemble); and COMMUNITY PERFORMANCE (Kids Cafe Festival, Spring Celebration). For more information, visit [www.dancewave.org](http://www.dancewave.org)

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[< back](#)

[previous listing](#) • [next listing](#)