

Monday, March 27, 2017

Gibney Dance Seeks a Development Manager

Company: Gibney Dance
Location: New York, NY

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DEVELOPMENT MANAGER

Job Description – March 2017

The mission of Gibney Dance is to bring the power of movement where it otherwise would not exist. Our vision is to be a trailblazing force in the community, tapping into the vast potential of movement, creativity and performance to effect social change and personal transformation.

Summary Statement: The Development Manager (DM) works to advance Gibney Dance as part of a coordinated Development Team consisting of the Artistic Director & CEO (CEO), Director of Development & Strategic Marketing (DD), Senior Grant Writer (SGW), and Development Assistant (DA). The DM is a critically important role, providing strategic, logistical, and administrative support while enabling the Development Team to work most effectively with internal and external stakeholders to fulfill their commitments to the Gibney Dance Board of Directors, staff, funders, and constituents. The DM is proactive, focused, eager, and flexible and always exercises discretion, maturity, and excellent judgment. The DM is knowledgeable about development best practices, articulate about all aspects of Gibney Dance, and demonstrates a willingness to play an active role in the organization's success.

The Development Manager reports directly to the Director of Development & Strategic Marketing while providing support to the Artistic Director & CEO and Senior Grant Writer.

I. RESPONSIBILITIES

Fundraising: General

Work as a team with the CEO, DD, SGW, and DA to implement the organization's annual contributed revenue strategy and plan
Assist the CEO and DD with fundraising campaigns designed to increase individual and institutional support
Schedule meetings with prospects and donors for the CEO, Board Members, and DD

Fundraising: Individuals

Work with the CEO and DD to grow the organization's individual donor base, manage annual giving campaign, and cultivate major donors
Facilitate relationships with current and potential individual supporters
Manage and implement multiple mailings in coordination with the DD and DA
Conduct research on individual donor prospects

Fundraising: Institutional

Support SGW by drafting and preparing grant proposals and reporting requirements
Manage and maintain grants calendar for foundation, corporate, and government sources

Research public and private grant sources to identify new funding sources

Fundraising: Events

Assist the DD with the planning and management of the annual fundraising Benefit in collaboration with the CEO, DA, Operations Department, and any outside vendors

Assist the DD with the planning and management of cultivation events in collaboration with the CEO and DA

Board of Directors

Work with CEO and DD to implement Board Meetings and maximize Board engagement

Database Management and Reporting

Manage and provide administrative support of the organizational CRM database, PatronManager

Manage processing of contributions and acknowledgement letters

Maintain accurate accounting of all contributed income and its sources

Generate queries, reports, exports and any other data as needed

Maintain donor recognition and sponsor fulfillment plan, including listings on the web site, printed material, and sponsor benefits

Interface with Development and Finance teams to fulfill information requests and maintain reporting accuracy

Assist in managing and maintaining a high level of organization in development files and archives

Other

Perform office management and other administrative duties, as needed

II. QUALIFICATIONS

- Associate's or bachelor's degree in a related field.
- 3 or more years of related experience, preferably with arts organizations
- Knowledge of and strong interest in the performing arts and social justice fields and Gibney Dance's mission
- Excellent verbal and written communications skills
- Strong attention to detail
- Proven organizational, multitasking, and project management skills
- Ability to work independently within a team environment
- Excellent interpersonal skills and professional demeanor
- Proficiency in Microsoft Office and database management experience – Salesforce/PatronManager preferred
- Availability to work occasional nights and weekends

III. APPLICATION INSTRUCTIONS

To be considered for the position, please email the items below in one PDF-formatted file with your name as the filename to position@gibneydance.org. Include "Development Manager" as the email's subject line. Submissions must include a substantive cover letter, résumé, and contact information for three professional references.

All expressions of interest and conversations will be held in the strictest confidence; references will not be contacted without the candidate's permission. Incomplete submissions will not be considered nor will submissions sent via postal mail or fax. No calls please. Prospective applicants are strongly encouraged to review our website at www.gibneydance.org before submitting materials for consideration. Gibney Dance will not consider submissions from applicants that do not have the required experience. Gibney Dance will not consider submissions through employment agencies or online services.

GIBNEY DANCE IS AN EQUAL OPPORTUNITY EMPLOYER.

Gibney Dance
New York, NY
www.gibneydance.org

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