

Tuesday, November 14, 2017

Development Manager, Individual Giving and Events

Company: Jessica Lang Dance

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Compensation: Compensation, including benefits, is competitive and commensurate with qualifications and experience.

Development Manager, Individual Giving and Events

Jessica Lang Dance, a Long Island City-based, internationally renowned, non-profit dance company, seeks a new team member. The candidate must be a self-motivated, independent thinker that is also a well-rounded, dynamic, detail-oriented individual with a passion for the arts. JLD's entrepreneurial environment offers ample opportunity for professional growth.

About the Company

Founded in 2011, Jessica Lang Dance (JLD) is a dance company dedicated to creating and performing the work of Jessica Lang. JLD enriches and inspires global audiences by immersing them in the beauty of movement and music. Hailed as "a master of visual composition" by Dance Magazine, Lang seamlessly incorporates striking design elements and transforms classical ballet language into artfully crafted, emotionally engaging contemporary works. JLD has made rapid success performing at world renowned venues and festivals including Lincoln Center's White Light Festival, Jacob's Pillow Dance Festival, Brooklyn Academy of Music's Next Wave Festival, New York City Center's Fall for Dance Festival, the John F. Kennedy Center for the Performing Arts, the Joyce Theater, the Harris Theater for Music and Dance, The Music Center, Northrop Auditorium, Winspear Opera House and Palacio de Bellas Artes, among others. The company tours nationally each year in addition to select international engagements. Booking is handled by Selby Artists Management. For more information on the company, visit jessicalangdance.com.

Job Description

The Development Manager, Individual Giving and Events is a full-time position, raising important financial support for the activities of the company. In concert with staff leadership, the Development Manager, Individual Giving and Events 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 Manager, Individual Giving and Events work closely with the Directors, Managers and Board of Trustees of Jessica Lang Dance.

The Development Manager, Individual Giving and Events position responsibilities include, but are not limited to:

Fundraising and Events:

- Work with Directors, Managers and Board of Trustees to achieve 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
- Recommend cost-effective options for donor database and oversee implementation with chosen vendor
- Create and maintain donor profiles for board and staff, researching new prospects
- Assist in all aspects of donor cultivation, solicitation and stewardship of gifts
- Manage the donor calendar, coordinating appointments and calls
- Draft and/or process donor communications, including acknowledgements and correspondence
- Plan and implement special events for major donors and members of the Dancers' Circle and Sponsors' 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

Board of Directors:

- Work with Directors and Managers to maintain strong relationships with members of the Board of Trustees
- Prepare individual gift reports for quarterly board meetings
- Participate in the recruitment and retention of new members to the board

Education: Bachelor's Degree required.

Experience & Skills:

- Current or prior service in the non profit community, preferably in the cultural sector
- Minimum of 3 years of experience in development including fundraising experience with major donors and special events
- Exceptional communication and writing skills
- Ability to work collaboratively and is a supportive team player
- Courteous manner with strong interpersonal skills and outgoing, friendly disposition
- Punctual and self-motivated
- Proficiency in Mac and PC, Microsoft Office, Google Drive and Google Apps

Applications and Inquiries:

Please include:

- A cover letter including your interest in the position and Jessica Lang Dance

-A resume no longer than (2) pages outlining your educational and professional experience

-Salary requirement

-A writing sample of your choice that highlights your outstanding skills in this area

Please email applications attached as one PDF to info@jessicalangdance.com with subject line "Development Manager, Individual Giving and Events."

Applications with the cover letter and/or resume in the body of the email will not be considered. No telephone calls please.

Jessica Lang Dance
jessicalangdance.com

For more information:
info@jessicalangdance.com
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