

Monday, January 29, 2018

Abraham.In.Motion seeks Manager of Individual Giving & Special Events

Company: Abraham.In.Motion
Location: New York, NY

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New-York based touring dance company Abraham.In.Motion seeks an experienced and highly motivated individual to serve as Manager of Individual Giving & Special Events. This is a contracted, part-time position. The Manager of Individual Giving & Special Events is responsible for creating and implementing a strategy to grow and maintain the Company's individual donor base; identifying and cultivating prospective candidates for the Company's Board of Directors; and leading the implementation of special events - including the annual gala, cultivation events, and direct mail/online fundraising campaigns. Reports to Executive Director, and works closely with Artistic Director to cultivate prospective donors.

The mission of Abraham.In.Motion is to create an evocative interdisciplinary body of work. Born into hip-hop culture in the late 1970s and grounded in Abraham's artistic upbringing in classical cello, piano, and the visual arts, the goal of the movement is to delve into identity in relation to a personal history. The work entwines a sensual and provocative vocabulary with a strong emphasis on sound, human behavior and all things visual in an effort to create an avenue for personal investigation and exposing that on stage. A.I.M. is a representation of dancers from various disciplines and diverse personal backgrounds. Combined together, these individualities create movement that is manipulated and molded into something fresh and unique.

PRINCIPLE DUTIES & RESPONSIBILITIES

Individual Giving & Board Cultivation

- Create and implement strategies for donor identification, cultivation, solicitation, and stewardship.
- Write, prepare, and oversee the production of all solicitation, acknowledgement, and informational materials for individual donors, including direct mail pieces, email campaigns, and website giving opportunities.
- Work in partnership with designee of Board of Directors to cultivate and develop new Board members.
- Assist in developing a long range development plan for individual giving, which helps propel Artistic Director and Executive Director's overall long range goals for the organization.
- Update and maintain Company's Salesforce donor database by entering new gifts and donor information, running reports to analyze giving trends, and gathering current donor information.
- Draft project specific pitches and individual giving requests.
- Conduct prospect/donor research and wealth screenings.
- Work with Artistic Director to schedule meetings and cultivation events, traveling to Los Angeles for in-person communication as necessary.
- Develop Strategic Plan for Company to implement to cultivate long-term individual giving relationships.

Campaigns/Special Events

- Lead the planning and execution of the Company's annual gala by cultivating committee members, preparing budgets and ticket prices, leading fundraising and marketing efforts, coordinating logistics, and staffing the event.
- Work with Artistic Director and Executive Director to conceptualize, plan, and manage donor cultivation in the form of events such as open rehearsals, dinners, backstage tours, etc.

- Coordinate invitations, studio visits, and meetings with Artistic Director for existing/prospective donors whenever the Company performs in New York City (typically 1-2 times/year).
- Lead efforts for the Company's End of Year Campaign, including envisioning concept for campaign, creating and maintaining mailing list, drafting letters for direct mail and email distribution, and supervising marketing of online campaign.
- Organize and supervise all direct mail or online fundraising campaigns as needed.

QUALIFICATIONS

- Bachelor's degree required.
- Minimum 5 years of experience and a proven record in individual fundraising for arts-based non-profits.
- Strong project and time management skills.
- Excellent written, verbal communication, and interpersonal skills.
- Willingness to travel and to work flexible hours to participate in coverage of Company performances and special events.
- Familiarity with fundraising databases (particularly Salesforce) preferred.
- Background in performing arts and/or experience working with dance companies preferred.

Part-time, one year. New York and California residents preferred. Compensation competitive.

To apply, please send a cover letter, resume, and three references to info@abrahaminmotion.org. We apologize that we can only contact qualified candidates.

Abraham.In.Motion is an Equal Opportunity Employer. Employment is based upon personal capabilities and qualifications without discrimination based on race, color, religion, creed, sex, sexual orientation, national origin, age, disability, marital status, veteran status, citizenship status, or any other protected characteristic as established by law.

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