Thursday, June 28, 2018

Development Associate Institutional Giving - DF37

Company: Alvin Ailey Dance Foundation
Location: New York, NY
Compensation: DOE

Development Associate, Institutional Giving

Alvin Ailey Dance Foundation, one of the world's premier dance institutions, seeks an experienced and motivated Development Associate, Institutional Giving to join the Development Team. Alvin Ailey Dance Foundation is a nonprofit organization comprised of the Alvin Ailey American Dance Theater, Ailey II, The Ailey School, and Ailey's Arts in Education Programs.

The organization's mission is to further the pioneering work of Alvin Ailey by establishing an extended cultural community which provides dance performances, training, and community programs for all people. As important as its artistic and educational mission, the Ailey organization plays a social role, using the beauty and humanity of the African American heritage and other cultures to inspire and unite people of all races, ages and backgrounds.

Named "Cultural Ambassador to the World," by a United States Congressional Resolution, Alvin Ailey American Dance Theater numbers 31 of the most talented dancers in the world, and its diverse repertory is unparalleled in modern dance. A typical season includes engagements in its home base of New York City: 5 weeks each winter at New York City Center and 1-2 weeks each spring at Lincoln Center, a 20+ city United States tour, and extensive international touring. Annually, nearly 500,000 people experience Ailey performances and programs.

A multifaceted organization, the Ailey family also encompasses Ailey II, a second company dedicated to the development of young artists and community outreach; The Ailey School, a world-class dance academy which provides instruction to a diverse group of students aged 3-25; and Ailey Arts in Education and Community Programs which provide young people from diverse cultural and economic backgrounds the opportunity to explore dance, build self-esteem, and develop life skills.

Reporting to the Associate Director of Institutional Giving, the Development Associate, Institutional Giving must possess strong research, writing, and administrative skills with attention to detail and deadlines. Successful candidates will have Raiser's Edge and data management experience.

Responsibilities include but not limited to:
* Raiser's Edge and Excel data entry
* Writing general development materials such as acknowledgment letters, contribution receipts, newsletters, and annual reports
* Researching and identifying funder prospects
* Assisting with foundation, government, and corporate grant proposals, budgets, and reports
* Coordinating and implementing mass mailings (including complex mail merges)
* General administrative tasks

Skills/Qualifications: Ideal candidates will possess:
* Exceptionally strong writing skills
* The ability to manage multiple projects in a fast-paced work environment
* Attention to detail while maintaining speed and accuracy
* Excellent proof-reading abilities
* Strong organizational skills
* Knowledge of prospect research tools
* Knowledge of Raiser's Edge

Experience/Education:
* Bachelor's degree required
* 2+ years of development experience preferred
* Experience in or knowledge of dance and the performing arts fundraising environment

Start date: Immediate

Compensation: Competitive salary with full benefits

To apply for this position, click on the apply link below and upload one file (accepted formats include .doc, .docx, .txt, or .pdf) that contains the following items:
* Cover letter detailing your interest in this position at Alvin Ailey Dance Foundation, Inc. including salary requirements
* Resume
* Two writing samples
* Contact information for two references

No phone calls please.

To apply for this position, please use the following URL:

https://ars2.equest.com/?response_id=35b7744123b99afcebdebe8a894af4a7

Alvin Ailey Dance Foundation
New York, NY, DF37
555-555-5555

For more information:
NA
dontapply@viaemail.com