

Monday, July 16, 2018

## Director of Development – RIOULT Dance NY

Company: RIOULT Dance NY  
Location: Long Island City, NY  
Compensation: \$60,000

► [Share](#) | [Print](#) | [Download](#)

RIOULT Dance NY seeks a Director of Development (DoD) to manage:

individual,  
institutional,  
campaign, and  
Board related fundraising activities and events.

With the opening of the new RIOULT Dance Center in Astoria, Queens in fall 2018, RIOULT Dance NY is poised for considerable growth. The DoD reporting to the Executive Director (ED) and serving as a member of the management team, will manage both annual and campaign efforts while diversifying the Company's donor base. This is a fantastic opportunity for an ambitious mid-career development professional to grow with the organization.

### RESPONSIBILITIES

#### Strategic Planning & Board Support

Collaborate with ED and Development Committee to develop and implement the annual fundraising strategy; schedule (and accompany as needed) meetings with potential community partners and funders; prepare in consultation with ED development updates for quarterly board meetings and Development Committee meetings; and assist ED, Campaign Committee, and Board to advance Campaign for the RIOULT Dance Center.

#### Institutional Development

Grow RIOULT's institutional funding base by maintaining a grants calendar for foundations, corporate, and government contracts; write and submit all grant applications; manage contracts and prepare final reports; maintain relationships with foundations and other institutional leaders; and research new funding opportunities.

#### Individuals and Stewardship

Grow RIOULT's individual donor base. Work with ED to identify and cultivate prospective individual donors; manage annual campaign; help plan, implement, and attend all fundraising and cultivation events, including Annual Gala, in collaboration with Development and Gala Committees; and supervise Development Assistant in maintaining donor database and preparing acknowledgements, supporting Institutional efforts and special events, research, and other tasks.

#### Campaign for RIOULT Dance Center

Manage existing campaign gifts; draft emails/talking points/maintain donor pipeline for campaign prospects; plan and manage cultivation and donor events along with ED and campaign committee; and act as organizational point-person for the campaign.

### QUALIFICATIONS

Minimum of three to five years of previous full-time employment in nonprofit fundraising  
Bachelor's degree required, masters preferred  
Grant writing experience and familiarity with funder research resources  
Superb written and oral communication skills  
Excellent time management skills and ability to multi-task, prioritize, and manage competing demands  
Excellent interpersonal and networking skills and a collaborative working style  
Proficiency with Microsoft Office Suite (Word, Excel, Power Point)  
Experience with Salesforce or other CRM software and familiarity with prospecting software  
Demonstrated ability to build creative and mutually beneficial partnerships within the nonprofit, public, and corporate sectors  
Familiarity with NYC and NYS government contracts  
Commitment to the mission of RIOULT Dance NY

RIOULT Dance NY is committed to supporting the creation of new works by founder and choreographer Pascal Rioult; to communicating the essence and intensity of his artistic vision; to sustaining its company of dancers; and to educating and expanding audiences for modern dance at home and through touring, nationally and internationally. Founded in 1994, RIOULT Dance NY fast became an established name in modern dance with a reputation for presenting the sensual and exquisitely musical works of Pascal Rioult. The NYC-based dance company presents an annual NY Season, tours nationally and internationally, conducts extensive in-school arts education and community outreach programs, and offers public dance training through classes, workshops, and intensives.

The Campaign for The RIOULT Dance Center will make it possible to establish a permanent home for the Company, a resource for the Queens community, and a nexus for dance and dancers in the Kaufman Arts District.

This is a full-time, onsite position at RIOULT's offices with occasional weekend and evening work required. Salary commensurate with experience. Benefits are non-contributory.. Please send a cover letter detailing qualifications, and resume to [amy@rioult.org](mailto:amy@rioult.org) and title the email Director of Development Job.

RIOULT Dance NY is an Equal Opportunity Employer and does not discriminate on the basis of race, color, gender, sexual orientation, national origin, age, disability, veteran status, or any other legally protected status under local, state, or federal law.

RIOULT Dance NY  
34-01 Steinway Street  
Long Island City, NY, 11101  
212-398-5901

For more information:  
Amy Harrison  
[amy@rioult.org](mailto:amy@rioult.org)  
212-398-5901

