

Monday, August 20, 2018

Dance/NYC Development Intern

Company: Dance/NYC
Location: New York, NY
Compensation: \$15/hour

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Title: Development Internship
Reports to: Development and Communications Manager
Location: New York City
Status: Temporary part-time, non-exempt
Duration: 10-12 hours/week (negotiable), September 2018-February 2019 (approximately 26 weeks)

Dance Service New York City, Inc.'s (DBA Dance/NYC) (www.dance.nyc) mission is to promote and encourage the knowledge, appreciation, practice, and performance of dance in the metropolitan area. It achieves this mission through three core program areas: public engagement/education, research, and convening/professional development. Dance/NYC embeds core [values of justice, equity and inclusion](#) into all aspects of its programs and operations and works in alliance with Dance/USA, the national service organization for professional dance.

Duties and Responsibilities

- Conduct substantive prospect research for individual donors, develop prospect lists, and conduct data entry and clean-up
- Coordinate the development of planning and timeline materials, lists, and copy for major direct mail campaigns, invitations, and research report releases:
 1. End-of-year direct mailing
 2. Cultivation event invitations (2019 Patrons Party)
 3. Post-cultivation event direct mailing (2019 Patrons Party)
 4. Research reports to key funders (Immigrants. Dance. Arts.)
- Assist in the management of ongoing fundraising solicitations, donor acknowledgements, and record keeping
- Provide assistance at cultivation events or at any meetings that may arise
- Generate recommendations for additional business development initiatives for 2018-2019, including e-communications and social media campaign activity
- Provide additional administrative support to Dance/NYC staff as needed

Qualifications

Ideal candidates will have relevant prior development experience and be comfortable using Microsoft Office Suite and CRM software. They will be methodical and detail oriented, with excellent planning and time management skills, and able to advance multiple projects simultaneously while meeting deadlines. They will have strong communications, especially writing skills, and will be current on and comfortably engage with emerging technologies. They will be versed in the arts and culture landscape and will have a commitment to justice, equity, and inclusion.

Compensation is \$15/hour.

Equal Employment Opportunity

Dance/NYC is an equal opportunity employer. Dance/NYC values justice, equity, inclusion, and diversity at all levels of its organization, including its Board, committees, task forces, and staff. Diversity in this context refers to groups and individuals identified by, for instance, race, color, sex, gender, sexual orientation, age, disability, status, religion, national origin, marital or partnership status, ancestry, political belief or activity, or status as a veteran. To foster the values of justice, equity, inclusion, and diversity, Dance/NYC seeks participation on its Board, committees, task forces, and staff from individuals who share and hold these values and reflect the diversity of the metropolitan New York City area, with a focus on majority African, Latina/o/x, Asian, Arab, and Native American (ALAANA) participation and disability and immigrant representation. (According to Census data, the New York City population is approximately 77% ALAANA, 10% disabled, and 37% foreign-born. Source: US Census Bureau American FactFinder 2011-2015 American Community Survey 5-Year Estimates.) For a full overview of

Dance/NYC's values on justice, equity, and inclusion and the agendas that inform this work, please refer to [Dance.NYC/equity/values](#).

To apply, please send a cover letter and resume by e-mail to Milena Luna at mluna@dance.nyc. The position is open until filled, but Dance/NYC will give preference to applications received by August 31.

Dance/NYC
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For more information:
Milena Luna
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