

Wednesday, December 19, 2018

MARE NOSTRUM ELEMENTS SEEKING PART-TIME DEVELOPMENT ASSOCIATE

Company: Mare Nostrum Elements
Location: Woodside, NY
Compensation: hourly

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About Mare Nostrum Elements

Mare Nostrum Elements (MNE) is a Dance and Theater non-profit dedicated to the expression of human experiences through dance, theatre, and movement. Its mission is to both create and support the making of emotionally-driven stage productions that utilize dance and theatre to enrich local communities. Its core activities include The Wave Within Method--a merger of dance and theater techniques created by co-founders Nicola Iervasi and Kevin Albert to help performers develop personal and emotionally driven movement expressions, The Young Wave--a K-12 arts education program offered to public and private school students, and the Emerging Choreographer Series (ECS)--a residency-like mentoring/career development program and performance opportunity for up-and-coming choreographers.

Summary

Mare Nostrum Elements (MNE) is seeking a self-motivated part-time Development Associate to assist with the company's fundraising efforts. Candidates should have previous non-profit development experience and the ability to work well collaboratively and independently. The Development Associate will work closely with the Director in addition to MNE staff.

Workplace Culture

MNE is a small staff of dedicated artists and creatives. The team works closely, often over food, in the home office based in Woodside. Ideal candidates are comfortable traveling to Woodside for meetings, as well as self-motivating to accomplish work remotely. Work schedule is flexible.

Responsibilities

- Maintaining development database (Neon CRM)
- Assist Directors in creating and executing fundraising strategies and calendars
- Draft and send all fundraising campaign letters and e-blasts (3-5 campaigns/year)
- Send all acknowledgement and tax letters to donors
- Support directors in development communication (attend and take notes at meetings, send reminders for tasks, etc)
- Support directors in cultivating and supporting Board members and major donors
- Plan and execute fundraising events as needed (1-2 events/year)
- Search and coordinate volunteers or additional staff for such events

Qualifications

- Bachelor's degree in a related field or 2 years experience in non-profit fundraising
- Strong writing and interpersonal skills
- Strong organization skills
- Flexibility and problem-solving skills
- Ability to collaborate with a small, hard-working team
- Patience and positivity

Hours and Compensation

- Approximately 10-20 hours/week depending on company activities (flexible, some nights and weekends may be required)
- Hourly pay rate commensurate with experience

Apply

Please email cover letter and resume PDF to contact@mnelements.org with "DEVELOPMENT ASSOCIATE" in the subject line.

Mare Nostrum Elements
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<http://www.mnelements.org/>

For more information:
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