

Thursday, July 9, 2020

## Development Position

Company: Movement Research  
Location: New York, NY  
Compensation: \$20/hr

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MR Staff

Applications will be accepted until the position is filled. Position ideally starts the first week of August 2020.

The Development Position at Movement Research is a 20–25 hour/week, part-time hourly staff position. The position reports to the Executive Director and is part of the Development Team which includes a grant writing consultant and a part-time intern position. Compensation is \$20/hour, and title is commensurate with experience. Employee contribution 403(b) plan is available. Employee receives free access to Movement Research classes and selected workshops. Schedule is anticipated to be 4–5 days per week, working remotely during COVID-19 social distancing restrictions and in the administrative offices located in the East Village as permitted by COVID-19 regulations.

Movement Research is an accessible space. Studios are wheelchair accessible. The second floor office is accessible by elevator. Restrooms are wheelchair accessible and are all gender.

The Development Position engages in positive, collaborative relationships within and outside of the organization, working directly with the Grant Writer and Executive Director, and managing the Development Intern. The Position supports the individual and institutional fundraising efforts of Movement Research, and is responsible for timeline management for all activities of the Development Team as well as ensuring collaboration with other departmental teams including Media & Communications and Finance. The Position serves as liaison to the Board of Directors and supports organizing Board and committee meetings, and ongoing engagement of Directors.

The Position supports individual fundraising efforts through:

- engaging in efforts to maintain and grow Movement Research's donor base through communication, relationship building, cultivation, and solicitation;
- conception, planning, and execution of fundraising events including the annual gala and Friends of Movement Research donor events;
- collaboration with Media & Communications Team on creation of promotional materials for fundraising events and individual donor programs

The Position supports Institutional fundraising efforts through:

- preparation of applications and reporting schedules for foundation and government funders
- management of program statistics tracking in coordination with programs and operations staff for funder reporting

Qualifications: Movement Research is seeking a candidate with:

- a commitment to participating in an equitable and inclusive environment
- passion for and understanding of contemporary dance
- 3+ years experience working in not-for-profit development, including institutional and individual
- knowledge of national and local performing arts funders
- strong interpersonal skills and a history of building collaborative relationships, especially with staff, Board, and donors
- strong planning, organizational, and management skills
- familiarity with Mac platforms required; familiarity with FileMaker Pro and Excel recommended
- strong communication, writing and organizational skills
- the ability to work both independently and as part of a collaborative administrative team

To apply, please email the following materials to [work@movementresearch.org](mailto:work@movementresearch.org) with "Development Position" in the subject line:

- Resume
- Cover letter
- Name, title, organization, email and phone number for two to three professional references.
- If available, please include a writing sample from a recent funding application.

Questions? Please email [work@movementresearch.org](mailto:work@movementresearch.org). If you need to speak to someone by phone, call (212) 598-0551 and leave a voicemail; an MR staff member will be in touch with you.

Movement Research continuously seeks to engage a more diverse and inclusive participant body and strives to create equal opportunities for its community of participants across race, class, gender, disability status, ethnicity, sexuality and age. MR is committed to maintaining a strong connection to an existing diverse community of progressive artists and audiences, while at the same time expanding its definition of experimentation to more broadly include working within and pushing the boundaries of all movement-based forms. Movement Research recognizes the incredible need to diversify the range of aesthetics, cultural and socio-economic backgrounds represented on NYC stages and strongly encourages applications from individuals aligned with this vision.

Founded in 1978, Movement Research has influenced the evolution of contemporary dance languages through the programmatic work it has initiated as well as the community of artists that it serves. The organization plays a critical role by providing a supportive and fertile environment for research and experimentation. Work by national and international choreographers seen on the main-stages today has been informed by the ongoing rigorous investigations that have taken place under the aegis of Movement Research platforms over the past four decades. Building on this venerable legacy, Movement Research is dedicated to the creation and implementation of free and low-cost community programs that can bring a diverse, intergenerational community of artists and audiences together in an ongoing exploration of new dance and movement-based ideas-in-progress; encourage and inform artists' innovative work that is later produced on larger presenting organizations' stages and in non-traditional venues, here and abroad; and stimulate and disseminate dialogue and interactions within and across live and written forms, as well as the civic community, at the intersection of art and social engagement.

Movement Research annually serves over 17,000 participant interactions per year, including artists, students and audience members, through eleven different core programs, including Movement Research at the Judson Church, Open Performance, Studies Project, Movement Research Festivals, Class and Work-shops, Subsidized Rehearsal Space, Artist-in-Residence program, MRX/Movement Research Exchange, Dance Makers in the Schools and Publications (the Movement Research Performance Journal and Critical Correspondence).

Movement Research is one of the world's leading laboratories for the investigation of dance and movement-based forms. Valuing the individual artist, their creative process and their vital role within society, Movement Research is dedicated to the creation and implementation of free and low-cost programs that nurture and instigate discourse and experimentation. Movement Research strives to reflect the cultural, political and economic diversity of its moving community, including artists and audiences alike.

For more information about Movement Research, please visit our website: [www.movementresearch.org](http://www.movementresearch.org)

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