

Friday, August 28, 2020

Development Associate for Stephen Petronio Company

Company: Stephen Petronio Company

Location: New York, NY

Compensation: Commensurate with experience

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SPC in FULL HALF WRONG (1993). Photo by Sarah Silver.

ABOUT STEPHEN PETRONIO COMPANY:

Stephen Petronio is the Choreographer and Artistic Director of the Stephen Petronio Company. For over 36 years, Stephen Petronio has honed a unique language of movement that speaks to the intuitive and complex possibilities of the body informed by a shifting cultural context. Considered one of the leading choreographic talents of his generation, Petronio has produced over 80 works, and the Company has performed before tens of thousands of audience members around the world, including 24 seasons at The Joyce Theater in New York City. He has collaborated with a wide range of artists in many disciplines over his career and holds the integration of multiple forms as fundamental to his creative drive and vision. He continues to create a haven for dancers with a keen interest in the history of contemporary movement and an appetite for the unknown.

In 2014, as a result of deepening artistic interests and commitment to its community, SPC began to expand from a single-choreographer model dance company to one that supports the past, present, and future artists in the field of dance. The Company now focuses on three main pillars:

- Stephen Petronio continues to develop original choreography, maintaining a company of dancers who tour and perform a yearly NYC season
- The Bloodlines initiative preserves a legacy and lineage of postmodern dance by pairing historic works by postmodern masters with Petronio repertory, while also supporting young choreographers and dancers of the current generation who are influenced by these great artists
- The Petronio Residency Center, located in the Catskill Mountains, supports future choreographic invention in the field through artist residency and educational outreach programs

Stephen Petronio Company is at a pivotal juncture, establishing itself as a key organization in service of the dance community, preserving its past and supporting its future, and simultaneously poised to capitalize on momentum built from this evolution while needing to strategically manage and grow development capacity to ensure sustainability.

JOB DESCRIPTION:

The Development Associate will provide the support needed to capitalize on this threshold moment, and will have room to grow with the organization by demonstrating initiative, resourcefulness, collaborative leadership, and effective strategy skills. To support SPC's growth, an expanded development plan to maximize results for its diverse revenue streams is needed, focused on the different fronts, including dance company activities (season, touring, education, etc), residency activities (residencies, rentals, education, outreach, etc.) as well as land conservation and management. A range of economic development grants, tax incentives, and foundation grants can be explored, alongside an expanded individual donor campaign. The Development Associate will help identify opportunities, build needed case(s) for support and related outreach plans, and determine key opportunities to pursue.

-30-40 hours per week. Salary commensurate with experience and with opportunity to grow with the organization.

-Although SPC maintains an office in New York City, the position has become mostly remote but still requires flexibility for occasional on-site work both in New York City and in Catskill, NY.

-It is understood that the responsibilities of this position require occasional overtime, evening, and weekend hours. However, if time-sensitive work or travels result in extensive work on weekends or extended overtime, equivalent compensatory time off may be taken.

-The successful candidate will establish strong and productive working relationships with the Artistic Director, Executive Director, General Manager, and PRC Director, while reporting to the Executive Director, and taking direction from the guiding vision and drive of the

Choreographer/Artistic Director. The Development Associate works with the Executive Director and Artistic Director developing and maintaining Institutional Grants and Individual Giving – also with the support and orientation from other staff. Development Associate is fully involved in the planning and execution of all fundraising and cultivation activities and campaigns.

-Priority will be given to individuals who reside either in New York City or in or around Greene County in upstate New York.

RESPONSIBILITIES INCLUDE:

Board of Directors:

Initiate and maintain communication between the Board and SPC

Encourage Board involvement in SPC activities

Research and pursue Board prospects

Grants:

Develop all narrative texts for grant applications – with support of a grant writer

Manage calendar of application and final report deadlines

Draft all final reports – with support of a grant writer

Research and report possibilities for additional grants

Review supplementary materials and financial components of grants delivered by staff

Project institutional contributed income figures for annual budget, and receipt dates for cash flow

Organize paper and digital files on all grant materials

Donors:

Handle all correspondence with existing donor base

Identify and organize meetings with potential donors

Execute and direct all fundraising mailings

Lead refinement, structure and upkeep of database (Salesforce)

Generate program ideas to serve as cultivation or existing base special events

Maintain relationships with donors and follow up on pledge fulfillments throughout the year

Explore prospects through invitations and follow ups to events

General support to produce the gala, including identifying honorees and consolidating the benefit committee

Oversee staff work on gala

Liaise with outside vendors and hires on production of venue

PRC:

Research, collect, report, and catalog contacts and prospects for PRC.

Development of written cases for support for funding solicitations for PRC's different areas of activity, and also for outreach, supporting community relations and partnership building. PRC activities for case development include: artist residencies, arts education, environmental initiatives, and rentals.

Identification of project stakeholders for each program / project, and development of cultivation plan for each to build relationships with and visibility for projects and programs among key stakeholders.

Recommendations for outreach to and stewarding of relationships with program officers and other key funder representatives.

Other:

Brainstorm ideas around increased audience engagement.

Feed conversations around possibilities for company activities.

Collaborate with dancers for input on education ideas/proposals.

QUALIFICATIONS:

**SPC understands not everyone might have all qualifications below – but SPC will be looking for these, among other possible qualities, that might stand out.*

-Candidates should have experience within a performing arts organization, and a working knowledge of fundraising, grant writing, and special event production.

-Familiarity with the NYC and NYS cultural landscape, particularly dance.

-Special attention will be given to candidates who also have experience with environmental initiatives and the respective institutional and individual fundraising.

-Possess excellent leadership, organizational, communication, and interpersonal skills.

-Clear understanding of the ramifications of artistic and budgetary decisions and the need to align them strategically in partnership with the Artistic Director and the Executive Director.

- Experience and knowledge of marketing, advertising, and public relations activities, particularly as they relate to brand recognition that will impact revenue streams.
- Demonstrate ability with project management, overseeing multiple projects, setting goals, and long-term planning while maintaining day-to-day activities.
- Strong writing skills, diplomacy under pressure, and conflict resolution management.
- Detail-oriented, with the ability to envision the larger picture.
- Ability to interact comfortably with colleagues in the art world, presenting field, and with funders and major donors; speak persuasively and serve as spokesperson for the Company in public.
- Collaborative style and strong work ethic, sense of humor, and positive and motivational attitude to engage staff, and consultants when faced with challenges and pressure.
- Willingness and ability to commute to PRC and NYC as needed.
- Time/priority management and inter-organizational communication, especially when working remotely with flexible hours
- Creative Problem-Solving
- Stamina, Flexibility, and Resiliency—the agility to adapt to change and quickly recover from adversity.
- Commitment to facilitate and support the professional growth of others.
- Commitment to creating a diverse audience and company culture; promoting core values of equity, inclusion, and anti-racism in all efforts toward development activities.
- Advanced knowledge/skill with Google Docs and Microsoft Office Suite, database management, and comfort with cloud computing.
- Entrepreneurial creative spirit a plus.

Stephen Petronio Company is an Equal Opportunity Employer and is committed to complying with all federal, state and local equal employment opportunity ("EEO") laws. SPC prohibits discrimination against applicants for employment because of the individual's race or color, religion or creed, alienage or citizenship status, sex (including pregnancy), national origin, age, sexual orientation, disability, gender identity or expression, marital status, domestic partnership status, genetic information or predisposing genetic characteristics, military status, domestic violence victim status, arrest or pre-employment conviction record or any other characteristic protected by law.

TO APPLY:

Please send a cover letter and resume, including salary requirements and contact information for at least three references, in a single PDF attachment via e-mail to: admin@petron.io. No phone calls please.

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