

Thursday, August 26, 2021

Development Manager (20-30 hours/week)

Company: Amanda Selwyn Dance Theatre/Notes in Motion
Location: New York, NY
Compensation: \$30-35/hr | 20-30 hours/week

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Maria Baranova

Amanda Selwyn Dance Theatre/Notes in Motion, a 501(c)3 modern dance company and arts education vendor of the NYC Dept. of Education, is seeking a part-time Development Manager to implement our strategic and robust fundraising plan, cultivate donors, and write grant proposals. The Development Manager is a seasoned professional with a passion for dance and 4+ years experience raising money for similar organizations. S/he will manage institutional funding, write grants, cultivate individual and corporate gifts as well as annual giving campaigns, develop and support events, communicate with current and prospective donors, and work with the Board of Director's to cultivate key supporters. The ideal candidate is an excellent communicator and team player who can work independently and efficiently, inspire and manage volunteers and interns, and deliver results.

Qualifications

- Bachelor's Degree in related field (Master's a plus)
- 4+ years' fundraising experience in the performing arts and arts education
- Foundation relationships and significant grant writing experience
- Background with public agencies and funders such as DCA, NYSCA, City Council, DYCD, NEA, and DOE
- Familiarity with CRM programs/Network for Good
- Working knowledge of Google suite
- Excellent written, interpersonal and verbal communication skills
- Experience with budgets and filings
- Detail-oriented, highly organized, efficient, and ability to manage timely execution of proposals
- Ability to be self-managed
- Passion for modern dance and dance education in the NYC Schools.

To apply, please send a cover letter, resume, and writing sample to amanda@amandaselwyndance.org SUBJECT LINE: Development Manager

Position Responsibilities

- Identify prospective individual and corporate donors and develop strategies to cultivate those relationships
- Maintain ongoing communications with private and corporate donors
- Research donor relation programs at local, state and federal art institutions
- Ensure timely and accurate report deliveries to funders
- Collaborate with staff on the management and planning of fundraising events and donor receptions
- Develop print marketing collateral related to fundraising in collaboration with our marketing department
- Ongoing management of Development Calendar on network for good.
- Meeting grant deadlines.
- Drafting well-crafted proposals, letter of inquiries, and online grant applications.
- Staying on top of procedures for public funding – NYSCA, DCA, NEA, city council offices, grants.gov, grants gateway, etc.
- Completing final reports.
- Creating budgets for grant proposals.
- Ongoing grant research for new foundations and corporations to add to our calendar of applications.
- Working with Board of Directors and Executive Director to execute the holiday appeal and individual campaigns.
- Generating newsletters and ongoing correspondence to key foundations and individual supporters. Ongoing communication via phone with city council offices, foundations to whom we are applying for support, and other government agencies to build relationships, get feedback on proposals, and invite people to school programs.
- Supporting fundraising events including auctions and raffles, ticketing, and on-site.
- Visits to rehearsals and school programs to gain a better understanding of our operations. Support of Annual Performance Season and significant company events.

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Amanda Selwyn
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[< back](#)

[previous listing](#) • [next listing](#)