

Tuesday, November 16, 2021

Heidi Latsky Dance Seeks Part-Time Fundraising/Development Associate

Company: Heidi Latsky Dance
Location: New York, NY
Compensation: \$20 per hour

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HLD Fundraising/Development Associate Position

Research and identify appropriate funding opportunities and prospective funders
Garner substantial institutional funding through grant proposals and communicate/network regularly with program officers
Prepare and submit final reports on a timely basis
Manage individual giving initiatives, cultivate donor relationships, and maintain donor database
Work alongside development consultant to identify corporate sponsorship opportunities and create corporate deck
Work with Artistic Director and Development Consultant to create and prepare a year-long development plan
Work alongside Managing Director to create project budgets
Liaise between Artistic Director, Board of Directors, and Artistic Advisory Committee
Attend Board Meetings 4x/year - create board meeting agendas, take minutes, and distribute follow-up after each meeting
Work with Social Media Coordinator and Marketing Consultant to develop materials for fundraising campaigns
Create fundraising campaigns on various platforms like DonorBox
Write and send out donor acknowledgement letters
Maintain Artistic Director's CV and bio as well as the HLD company bio
Attend weekly staff meetings
Attend weekly development meetings with Managing Director, Artistic Director, and Development Consultant

The person we are looking for will:

- have superb written, verbal, and interpersonal skills
- be creative, and have a self-starter attitude
- be organized and have excellent time management and flexibility

Experience in the performing arts is a plus but not required. This is a part-time position, 10-15 hours per week. Salary \$20 per hour.

Please send application materials (resume, cover letter) to info@heidilatskydance.org.

About Heidi Latsky Dance, The mission of Heidi Latsky Dance is to redefine beauty and virtuosity through performance and discourse, employing performers with unique attributes to bring rigorous, passionate, and provocative contemporary dance to diverse audiences. HLD aspires to continue its momentum of interdisciplinary partnerships, having completed innovative projects with New York City and Google to support the disability community. Since its inception in 2001, the company has received numerous commissions and residencies: Abrons Arts Center, Baryshnikov Arts Center, Danspace Project, Gracie Mansion, JCC Manhattan, Joyce Theater Residency, Peak Performances at Montclair State University, NYU/Langone Hospital; Whitney Museum; National Portrait Gallery; Lincoln Center; Cooper Hewitt. HLD is supported by local, state, and federal agencies.

Heidi Latsky Dance, a 501(c)(3) non-profit organization, is an equal opportunity employer, and all qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, disability status, protected veteran status, or any other characteristic protected by law.

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