

Friday, April 29, 2022

## Development Officer/Institutional Giving

Company: Camille A. Brown and Dancers

Location: New York City, NY

Compensation: \$65,000 to \$80,000 based on experience

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CABD, INC. aka Camille A. Brown & Dancers (CABD) is a nationally renowned Bessie Award-winning contemporary dance company under the direction of Ford Foundation Art of Change Fellow and 2021 International Society of Performing Arts Distinguished Artist Awardee, Camille A. Brown. The Company creates and performs Brown's thought-provoking works, offers dance engagement activities, and investigates historical and contemporary cultural, personal, and social justice issues through the art of dance theater.

CABD provides a multi-faceted platform for sharing and building an understanding of and appreciation for the African-American experience, while fostering interaction and dialogue among diverse communities in NYC, across the country, and globally. Our mission manifests itself through our national and international touring, our education and engagement program, Every Body Move, and our virtual school, Social Dance for Social Change. CABD is on a rapid growth trajectory. It is an exciting time for the right candidate to join our staff. To learn more about our organization please visit [www.camilleabrown.org](http://www.camilleabrown.org) and to learn more about our community engagement program visit [www.everybodymove.world](http://www.everybodymove.world).

CABD seeks a DEVELOPMENT OFFICER (DO) with primary responsibility for drafting grant proposals and final reports (70-80 % of the time) to join our small and very friendly team. The DO will also provide support for our annual appeal, cultivation and benefit events, and Board communication. The DO should have significant grant writing experience and exceptional grant writing skills. Experience with annual appeals and/or special events communication and organizing is a plus. The DO will increase institutional giving by researching new funding opportunities and drafting and submitting proposals to new and current foundations, corporations, and government entities. The DO will work closely with and report to the Executive Director (ED) and will liaise with the Company's Financial Manager, Community Engagement Director, Artistic Director (AD), and Board members as needed.

The ideal candidate will have a history of drafting and submitting successful grant proposals. She/he/they should be a clear and compelling writer, adept at framing arguments, and proficient in compiling final reports. She/he/they should be an excellent proofreader, skilled at editing and repositioning existing narratives, able to read budgets, and able to switch writing voice from grants to annual appeals. The qualified candidate should be extremely detail-oriented, highly organized, and know how to prioritize work. Meeting proposal deadlines is a must. The successful candidate should be able to work closely and cooperatively with other administrative staff as well as work independently. Additionally, the candidate should be comfortable in social situations, speaking with donors, funders, and Board members. Familiarity with the NYC arts and dance community is appreciated.

### KEY RESPONSIBILITIES:

- Work with the ED to cultivate, solicit and steward institutional prospects
- Maintain current grants and reports calendar; update calendar with new opportunities following comprehensive institutional prospect research, prioritize requests by deadline and likelihood of success.
- Review all new RFPs and add them to the grants calendar, as applicable.
- Create profiles of prospective institutional sources for ED review. Conduct prospect outreach (calls/emails) in advance of new grant submissions for verification of interest and eligibility as may be requested by ED.
- Draft proposals for ED review and submit new and renewable corporate, foundation, and government grant applications and LOIs as scheduled on the grants calendar.
- Draft final reports; submit to ED for review.
- Create and maintain information for supplemental grant requirements (Board list, Staff and Artist Bios, 501(c)3 docs, Programmatic Activities Charts, etc.). Work closely with ED and Finance Manager on financials and ED and AD on work samples, etc.
- Manage in-kind institutional donations/solicitations for products and services.
- Create requested development-related materials for Board members that may be assisting with institutional requests.
- Prepare funder and donor lists for cultivation and fundraising events; help organize cultivation and benefit events. If the candidate is local, attend all events that take place in spaces that are accessible.
- Work closely with ED, AD, and Board Chair on drafting and distributing fundraising appeals and email fundraising campaigns.
- Work closely with ED, Board, and Benefit Committee on planning and launching annual benefit.
- Attend twice monthly staff meetings, meet regularly with the ED, and as needed with the AD, Engagement Director, Finance & Operations Manager, and Board members.
- Work remotely or from our accessible office.

### QUALIFICATIONS:

- Bachelor's degree or higher;
- Experience with grant writing, reporting, and prospect research; 5+ years of experience, preferred;
- Proven track record of successful grants of at least 5 to 6 figures;
- Exceptional writing skills, superior proficiency in proof-reading; strong verbal and interpersonal communication skills;
- Interest, knowledge, and background in the performing or visual arts; comfort writing about the visual and performing arts, and/or arts-in-education, community engagement, and social justice programming. Interest in and knowledge and appreciation of dance a plus;
- Excellent time management, organizational, and creative problem-solving skills;
- Scrupulous adherence to all grant and reporting deadlines and internal deadlines;

- Ability to work collaboratively and independently as well as take initiative;
- Proficiency in Microsoft Office, Adobe Acrobat Professional, Google Docs, and familiarity with relational databases, experience with DonorPerfect a plus;
- Ability to work at the annual benefit and some evenings and weekends as needed;
- Access to a personal computer and scanner and the ability to travel as needed with the computer.

**SALARY RANGE:**

This is a full-time position. The salary range is \$65,000 to \$80,000 and will be based on experience. Benefits include health insurance and a generous vacation package. This position has excellent growth potential.

Camille A. Brown & Dancers is an equal opportunity employer and is committed to diversity and inclusion. All qualified applicants will receive consideration for employment regardless of race, color, ethnicity, age, national origin, religion, gender, sexual orientation, gender identity, gender expression, disability, marital status, veteran status, or any other legally protected status. *We encourage members of underrepresented groups to apply.*

**HOW TO APPLY:**

To apply, please submit your resume, contact information for 3 references, a thoughtful cover letter detailing your grant writing successes, any benefit events or individual giving experience, and interest in this position, as well as a sample grant narrative written by you (3 to 5 pages). Please email all materials in a single PDF file to [jobs@camilleabrown.org](mailto:jobs@camilleabrown.org) by May 20, 2022, at 6 pm with the subject line: Development Officer. Resumes will be reviewed on a rolling basis, please apply early.

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Camille A. Brown and Dancers  
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New York City, NY, 10011  
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For more information:  
Diane Rosenblatt  
[jobs@camilleabrown.org](mailto:jobs@camilleabrown.org)

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