

Tuesday, October 4, 2022

Director of Development at Dorrance Dance

Company: Dorrance Dance
Compensation: \$75,000 plus medical insurance and vacation benefits

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Position Title: Director of Development

Location: New York, NY

Status: Full-time, Exempt

Salary: \$75,000 plus medical insurance and vacation benefits

Reports To: Executive Director

Application Deadline: Open until Filled; Applications Received by October 31st will be Prioritized

Ideal Start Date: December 2022

Position Summary

Dorrance Dance seeks a strategic, proactive, and resourceful Director of Development (DOD) to join its staff. As an experienced fundraising professional, the DOD is responsible for all areas of fundraising for the organization encompassing institutional and individual giving and special events. The DOD reports to the Executive Director, supervises the Grant Writer, and offers development-related support to the General Manager, Artistic Director, and Board of Directors.

In addition to its acclaimed international touring and producing performance company, Dorrance Dance, the organization now includes a fiscal sponsorship program that provides administrative and production support to Dorrance Dance artists' individual creative endeavors.

The DOD joins Dorrance Dance at an exciting time, following the organization's recent completion of an 8-month artistic re-visioning process. The DOD will play an integral role in the company's continued success and new creative direction.

Job Responsibilities

Strategy and Planning:

- Participate in planning and strategy with the Leadership Team (Executive Director, Artistic Director, General Manager) to develop and implement all fundraising initiatives and activities.
- Create and manage a comprehensive annual development plan that includes foundations, corporations, government agencies, and individual donors.
- With the Leadership Team, plan and manage strategic and systemized touch-points and long-term relationships with donors. Steward existing relationships and cultivate new relationships as appropriate and/or assigned.

Development Operations:

- Ensure effective, efficient procedures for the CRM database (Salsa), prospect research, donor segmentation, gift processing and acknowledgement.
- Manage tracking, reconciliation, and reporting of contributed revenue actuals and budgeted goals.
- Ensure accurate record-keeping departmentally, within the CRM database, and in coordination with the General Manager across all budget areas.
- Participate in staff meetings and other development-related meetings, leading meetings as requested.

Institutional Giving:

- Raise new funds and maintain existing support.
- With a focus on general operating support, lead the growth of the portfolio, inclusive of foundations, corporations, and government agencies.
- Supervise a Grant Writer.
- Develop and oversee all proposals and grant reports.
- Create and monitor the grant calendar.
- Ensure the timely submission of all proposals and reports.
- Coordinate and communicate grant requests, materials, and funding decisions with the Leadership Team.

Individual Giving:

- Raise new and renew existing support.
- Expand and diversify the donor base, specifically young patrons.
- Plan and implement annual giving campaigns.
- Leverage existing and new opportunities (e.g. rehearsals, performances) for cultivation and stewardship.

- Support Board members' personalized cultivation and fundraising efforts.

Job Requirements

- 5+ years development and fundraising experience required
- Knowledge of and experience working in the performing arts. Raising funds for dance and music desirable
- Proven track record securing major gifts from individual donors and institutional funders and building long-term relationships
- Attention to detail and thoroughness in work product
- Excellent verbal and written communication skills
- Ability to maintain confidentiality with sensitive personal and organizational information
- Ability to work independently, effectively, and simultaneously on multiple projects while meeting deadlines
- Willingness to work evenings and weekends
- COVID-19 vaccination required

Dorrance Dance is committed to being a diverse and inclusive environment and is proud to be an equal opportunity employer. Please send a single PDF containing your cover letter and resume to tina@dorrancedance.com with the subject line "Director of Development".

About Dorrance Dance

Dorrance Dance is an award-winning tap dance company based in New York City. Led by Michelle Dorrance, the company supports dancers and musicians who embody and push the dynamic range that tap dance has to offer. The company's mission is to engage with audiences on a musical and emotional level, and to share the complex history and powerful legacy of this Black American art form through performance and education.

Founded in 2011 by artistic director and 2015 MacArthur Fellow Michelle Dorrance, the company has received countless accolades, rave reviews, and has performed at venues including Danspace Project, Jacob's Pillow Dance Festival, The Joyce Theater, New York City Center, Brooklyn Academy of Music, Vail Dance Festival, the Kennedy Center, Lincoln Center Out of Doors, Works and Process at the Guggenheim, Carolina Performing Arts at UNC Chapel Hill, Cal Performances at UC Berkeley, among many others, including international venues in Canada, France, Germany, Spain, England, Hong Kong, Singapore, and Russia.

Dorrance Dance
www.dorrancedance.com

For more information:
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