

Saturday, January 7, 2023

Development Manager

Company: José Limón Dance Foundation

Location: New York, NY

Compensation: Salary \$55-65K /year commensurate with experience.

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Now in its 76th year, the José Limón Dance Foundation seeks an ambitious development professional to join the organization at a moment of transformation and growth. The Foundation is dedicated to preserving, producing, and furthering the legacy of José Limón, who is among the greatest and most influential dancers and choreographers in the history of American modern dance. The Foundation, with an annual budget of \$1.6M, supports two key activities: the Limón Dance Company and the Limón Institute.

Under the artistic direction of Dante Puleio, the Limón Dance Company is reimagining the Limón legacy with novel reconstructions of Limón masterworks accompanied by bold new commissions from leading choreographers. The Institute's programs reach more than 50,000 students and scholars annually on four continents. Guided by the energetic vision of Puleio and the strategic leadership of incoming Executive Director Michelle Preston, the Foundation is actively developing new partnerships in anticipation of expanded activity in the years ahead.

José Limón Dance Foundation is an Equal Opportunity Employer. Employment is based upon personal capabilities and qualifications without discrimination based on race, color, religion, creed, sex, sexual orientation, national origin, age, disability, marital status, veteran status, citizenship status, or any other protected characteristic as established by law.

The Role

Reporting to the Executive Director, the Development Manager is the heart of the fundraising operation, cultivating individual and institutional stakeholders to grow and diversify the base of support for both the Limón Dance Company and the education activities of the Limón Institute. Supported by an institution-wide culture of philanthropy and a collaborative tight-knit staff, the Development Manager will be integral in the upward trajectory of one of the world's most influential contemporary dance organizations. There is significant opportunity to grow this role within the organization.

Key responsibilities:

- Work closely with the Executive Director, to implement the annual institutional and individual giving plan for the organization, with support from programming and marketing colleagues.
- Oversee the annual foundation and government grants strategy, providing a schedule of upcoming deadlines, and authoring grant proposals in collaboration with other staff.
- Cultivate and steward institutional and individual donors by planning and leading intimate donor cultivation events and opportunities.
- Work with the Executive Director to plan and execute the Annual Spring Gala.
- Support expansion of the donor base through prospect research and a moves management strategy and independently solicit entry and mid-level donors.
- Strategize and prepare major gift solicitations performed by Limón leadership.
- Facilitate access to donor benefits and ensure excellent patron experience at Limón performances/events.
- Serve as a central nexus of information and recordkeeping for development operations including maintaining Kindful CRM.

Qualifications:

The successful candidate will have the ability to work independently, take initiative, track multiple projects, and prepare professional quality documents. Strong organizational skills, attention to detail, the ability to work with imagination and determination when facing obstacles, impeccable written and verbal communication skills, and computer literacy are essential.

Required:

- Integrity, curiosity about the field, and tendency towards teambuilding.
- Excellent interpersonal and communication skills.
- Determination and resiliency in the pursuance of revenue goals.
- Ability to translate medium and long-term goals into actionable steps.
- Passion for the performing arts and a genuine interest in José Limón's work.
- 2-3 years of experience working in a non-profit organization, sales environment, or equivalent experience.
- Demonstrated ability to encourage, engage and energize Board members, artists, volunteers, donors, and audiences.

Preferred

- Knowledge of the New York City funding and philanthropic environment.
- Experience with fundraising databases such as Kindful, Raiser's Edge, or Salesforce.
- Proven fundraising skills, with 1-3 years of successful experience meeting, or exceeding, contributed revenue goals.

Salary \$55-65K /year commensurate with experience. \$300 /month is available for reimbursement toward a health insurance plan.

The position is considered full-time, 40 hours per week, with a combination of remote and onsite work. Periodic attendance at Limón performances and events in the New York City area are required, and therefore some evening and weekend work is necessary. Employees must be fully vaccinated against COVID-19 and provide proof of that vaccination.

To apply please send a cover letter stating your salary requirements, a resume, and a writing sample to careers@limon.nyc.

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For more information:
Michelle Preston
careers@limon.nyc

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