

Wednesday, May 10, 2023

Cora Dance Seeks Development Manager

Company: Cora Dance
Location: Brooklyn, NY
Compensation: \$38,000-\$40,000 annually

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Cora Dance seeks a part-time Development Manager to advance the organization's fundraising activities that generate and steward institutional support from foundation, corporation and government sources. The Development Manager will work closely with the Development Consultant and Executive Director to build and maintain a base of institutional support through research, grant-writing, reporting, and funder engagement, as well as through management of all grant tracking, files, and documentation related to the institutional fundraising process.

Led by acclaimed choreographer and arts educator Shannon Hummel, Cora Dance creates transformative dance experiences, bonding people deeply with the artform, one another, and their individual potential to find common ground and authentically connect.

Addressing the inequities that limit access to dance, Cora Dance provides free and pay-what-you-can professional performances and dance education through its Red Hook, Brooklyn-based studio, Cora Dance Brooklyn, and newly formed rural hub in Clifton Forge, VA, Cora Dance Alleghany. No one is ever turned away from Cora programs or performance based on their ability to pay.

BASIC FUNCTION: Serve as the lead staff person for institutional fundraising in partnership with the Development Consultant and Executive Director, responsible for managing all systems and activities related to institutional fundraising at Cora Dance.

Duties & Responsibilities

- Manage the development calendar as it relates to institutional giving and oversee the ongoing structure and timeline of foundation, corporate, and government fundraising and grant stewardship.
- Prospect new avenues for financial support from institutional sources.
- Draft and/or edit letters of inquiry, grant proposals, and reports.
- Collaborate with program staff to assemble and organize persuasive support materials such as descriptions of organizational activities, timelines, bios, marketing materials and video work samples.
- Work with the General Manager to prepare budgets as required for grant proposals and reports in consultation with the Artistic Director and Executive Director.
- Maintain the institutional fundraising database, records, and files.
- Manage government, foundation, and corporate sponsor communications, including correspondence between funders and the Artistic and Executive Directors.
- Manage government grant databases, including HHS Accelerator, PASSPort, Grants.Gov, and all necessary prequalifications.
- Serve as an ambassador for Cora Dance and its mission.

Qualifications

Required:

- 3+ years of relevant experience in institutional fundraising, including grant writing and donor tracking and stewardship.
- Excellent analytical, problem-solving, and written and verbal communication skills, with the ability to convey persuasive and informative messages.
- Demonstrated ability to prioritize workflow, manage multiple timelines, and be highly detail-oriented.
- Experience drafting original fundraising proposals.
- Proficiency in Google Suite.
- Passion for working with a grassroots nonprofit organization.

Preferred:

- Experience in government grantee databases (PASSPort, HHS Accelerator, GrantsGateway, etc.).
- Experience in Salesforce, Instrumentl, and GiveLively.
- Development and/or fundraising experience related to dance, youth development, and/or community engagement.

Schedule & Compensation

This position is part-time salaried, non-exempt. The employee is expected to work 25 hours per week. This is a hybrid position, with a requirement of in-office work a minimum of 1 day per week.

\$38,000-\$40,000 annually. Salaried employees are eligible for the following employment benefits:

- 2 weeks of paid vacation and paid time off for all federal holidays,

- Generous sick/personal day policy,
- Access to free and subsidized studio rentals.

FOR IMMEDIATE HIRE. Applications will be accepted on a rolling basis until the position is filled. Please email a resume and cover letter detailing your interest and relevant experience to jobs@coradance.org with Development Manager in the subject line.

This posting is intended to describe essential job functions and requirements and is not an exhaustive list of all duties and responsibilities. Cora Dance is an equal employment opportunity employer dedicated to maintaining an inclusive and equitable work environment and does not discriminate against any employee or applicant for employment on the basis of race, color, religion, sex, pregnancy, national origin, age, disability, veteran status, marital status, sexual orientation, gender identity, or any other legally protected class. Cora Dance is committed to creating a dynamic work environment that values community, teamwork, creativity, understanding, and appreciation. People of color, women, LGBTQ individuals, and people with disabilities are strongly encouraged to apply. For more information, visit www.coradance.org.

Cora Dance
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Brooklyn, NY, 11231
718-858-2520
www.coradance.org

For more information:
Casey Fodge
jobs@coradance.org

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