

Saturday, October 21, 2023

## Fundraising Consultant

Company: Dance New Jersey

Location: Verona, NJ

Compensation: 30% Commission of all monies raised

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October 20, 2023

Dance NJ is seeking a FUNDRAISING CONSULTANT, who will be responsible for identifying potential sponsors and event donors, as well as securing their support. Dance NJ is specifically interested in corporate donors for specific key events; therefore, event specific fundraising experience is essential. Responsibilities will also include creating and sending out proposals. Experience in raising capital for arts organizations, specifically in the dance sector, is highly desired; 5-10 years of Fundraising experience would be optimal. A proven track record with an established funding network and portfolio, based on past fundraising campaigns, would be highly advantageous for this position.

### Responsibilities include:

Become familiar with Dance NJ programs, prospecting needs, and language used in grants

Research grant opportunities from local corporate, family, and private foundations that are in alignment with Dance NJ programs

Draft grant applications, proposals, and reports based on funding requirements of the organization, and submit to Executive Director and Executive Board in accordance with deadlines

Coordinate regular meetings with Dance NJ Executive Director and Executive Board, and programmatic staff as needed, to gather information necessary for proposals, applications, and reports

Identify and approach potential sponsors, donors, and granters

Develop and maintain relationships with donors

Create and maintain donor database

Plan and execute fundraising campaigns and activities

Account for and track donations

Create and maintain financial reports

Prepare budgets and financial reports

Maintain donor records and files

### Timeline:

Dance New Jersey seeks to fill this position no later than November 10, 2023

#### Compensation:

This is a 30% commission-based consulting position to fill an immediate need. The position could move forward into a longer-term relationship as we continue our current trajectory of positive growth.

#### Terms of Employment:

Dance New Jersey is an equal opportunity employer.

All applicants will be considered for employment without attention to race, color, religion, sex, sexual orientation, gender identity, national origin, veteran status, or disability status.

This is a remote work consulting position.

#### Application Process:

Applicants should share their CV, a cover letter detailing their experience in corporate fundraising and their reasons for wanting to work with Dance New Jersey, and three professional references with contact information.

All documents should be sent to [contact.dancenj@gmail.com](mailto:contact.dancenj@gmail.com) with the subject heading "Fundraising Consultant."

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Dance New Jersey  
Verona, NJ  
973-222-8844  
[dancenewjersey.org](http://dancenewjersey.org)

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