

Friday, October 20, 2023

MOVE|NYC| is Hiring a Development Manager!

Company: MOVE|NYC|

Location: New York, NY

Compensation: The range for this full-time salaried non-exempt position is \$50,000 - \$60,000 with benefits

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Inspired by the rise of the Black Lives Matter movement in 2013 and founded in 2015, MOVE|NYC| is a leading-edge arts and social justice organization whose mission is to cultivate greater diversity and equity within the dance profession and beyond. MOVE|NYC| has grown rapidly in the past 8 years, expanding from a singular 3-week, tuition-free Summer Dance Intensive serving 30 young dancers in NYC to a robust artistic and social justice hub with 7 programs serving 150 dancers annually and a \$1M budget. MOVE|NYC| is committed to increasing opportunity and visibility in the dance field for talented artists, prioritizing Black/African American, Latino/Hispanic, and Asian artists, in New York City, the DMV/Baltimore areas, and beyond at the earliest stages of their careers. Our programs provide artistic and professional development, mentorship, presenting opportunities, and other quintessential resources for career advancement. Please learn more about our mission, program offerings, and other activities by visiting this link: <https://www.movenyc.nyc/purpose>

POSITION SUMMARY

The Development Manager is an ambitious and sophisticated forward-thinker, communicator, and justice driven fundraising professional who thrives in a high stakes environment and is driven by passion, vision, and excellence. The Development Manager will provide MOVE|NYC| with a range of fundraising and philanthropic operations support, including individual giving, institutional giving, gala & other special events, board relations, data management, and research. The position will have a strong focus on building and managing individual connections and fundraising events. The successful candidate understands the crucial role they play in meeting the organization's \$1M annual contributed income budget, while always exercising discretion and excellent judgment. The successful candidate will have at minimum 2 years of prior experience in a similar role and responsibilities, evident passion for the arts and arts education, social and racial justice, and youth development and empowerment, an alignment with MOVE|NYC|'s mission. The successful candidate must be able to work well with all levels of employees, be flexible in nature, have sound judgment with an open and collaborative style that encourages teamwork and cooperation. The Development Manager is directly supervised by the Executive Director and regularly collaborates with the Board Development & Gala Committees. The Development Manager is a full-time 40 hours per week position with opportunities for advancement. The position requires a hybrid working model consisting of a minimum of 2 days of office work weekly in NYC and remaining work days are remote administration.

KEY RESPONSIBILITIES

The Development Manager is responsible for maintaining MOVE|NYC| as a creative and productive working environment and takes a meaningful role in meeting the contributed revenue strategy and other identified objectives of the organization:

INDIVIDUAL GIVING (50% of time)

- Support strategies to maintain and increase revenue from individual donors, including cultivation and stewardship, annual campaigns, targeted major gift solicitations, planned giving, and special events
- Conduct research into individual donors to determine opportunities for increased giving potential, as well as researching the donor potential of ticket buyers, alumni, and more
- Coordinate cultivation events and other opportunities to engage individual donors and build relationships
- Manage donor meeting calendars and site visits in addition to their gift solicitation calendar
- Prepare and participate in Board Development Committee Meetings and distribute next steps/minutes

SPECIAL EVENTS (20% of time)

- Coordinate guest lists, digital/direct mailings, event setup, volunteers, and other logistics in support of the annual gala, cultivation/stewardship plans, and other special events
- Prepare and participate in Board Gala Committee Meetings and distribute next steps/minutes

DEVELOPMENT ADMINISTRATION, COMMUNICATIONS & DATABASE OPERATIONS (20% of time)

- Manage data maintenance and protocols, including the processing, tracking, and acknowledgement process of donors and gifts/pledges, prospects, pipelines, and generating lists/reports to move development activities forward
- Update contact information within the database regularly and proactively (e.g., follows up and/or researches alternate contact information when emails bounce or mail is returned)
- Generate queries, reports, and any other data, ensuring data is accurate and clean
- Input research into the database and conducts research as requested
- Coordinate closely with the Executive team to ensure timely newsletter, social media, and website content is crafted and posted to support fundraising/program priorities and strategy
- Propose and draft creative ideas/captions/media for fundraising campaigns and communications

SPECIAL PROJECTS & EXECUTIVE ASSISTANCE (10% of time)

- Support the Executive Team in planning/scheduling events, meetings, and administering organizational goals
- Draft agendas and materials for meetings, further taking meeting notes and distributing action items
- Attend weekly staff and departmental meetings
- Support institutional giving administration & coordinate funder meetings and site visits

-Conduct research on advancement opportunities, especially the 10th Anniversary Campaign

MOVE[NYC] is a growing non-profit and employees are often called upon to perform other duties that are necessary to accomplish organizational goals and meet important deadlines. This kind of work should only be disseminated by the direct supervisor of that staff member and include relocating their original work for that time frame.

SCHEDULE

The Development Manager is scheduled to work 40 hours per week. General working hours are Monday to Friday between 10:00 AM and 6:00 PM. Occasional evenings & weekends are required for annual activities and events.

COMPENSATION & BENEFITS

The range for this full-time salaried non-exempt position is \$50,000 - \$60,000. As a full-time employee you are eligible for health, vision, and dental insurance, vacation leave, 12 paid holidays, paid sick leave, and further benefits. MOVE[NYC] offers the highest available salary our budget can meet.

QUALIFICATIONS

Experience & Abilities - The successful candidate:

- Has a minimum of 2 years of development/fundraising experience at the associate or manager level and the ability to be independent and proactive in their role
- An eagerness to learn and ability to take initiative, work collaboratively as part of and in a team setting, solve problems, look at the big picture, and maintain attention to detail

Knowledge & Skills:

- Intermediate proficiency with fundraising and development for a mid-sized organization (individual and special events)
- Will be skilled at building and sustaining relationships internally and externally and demonstrate an ability to connect and build bridges
- Must possess exceptional communication and organizational skills, including being detail-oriented, and the ability to manage multiple projects while maintaining deadlines
- Demonstrate fluency and experience with G Suite, Microsoft Office, social media, and digital marketing tools with an ability and willingness to learn how to onboard to these systems

Desirable, but not required:

- Content generation and strategic skills for marketing
- CRM database management skills are a plus

APPLICATION INSTRUCTIONS

Application Launch Date: Tuesday, October 3, 2023

Application Desired Due Date: Wednesday, November 15, 2023 (position will remain open until filled)

Interested candidates should apply by sending an email to Executive Director Niya Nicholson at employment.movenyc@gmail.com with your Last Name, First Name: Development Manager in the subject line. Please submit a resume that reflects position experience and a 1-2 page cover letter that includes your personal statement and details your interest in the position and career goals, supporting experience, and emails and phone numbers for 2 professional references in a single PDF. We encourage residents of the New York Tri-State Area to apply.

MOVE[NYC] Foundation Inc. is an Equal Opportunity Employer. All qualified applicants will receive consideration for employment without regard to race, religion, sex, sexual orientation, gender identity, national origin, disability, military status, or any other characteristic protected by law. This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation, and training. We strongly encourage individuals that identify as BIPOC to apply.

MOVE[NYC]
New York, NY
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<https://www.movenyc.nyc>

For more information:
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