

Monday, April 22, 2024

Development Director - Accent Dance NYC

Company: Accent Dance NYC
Compensation: \$65,000-\$80,000

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Accent Dance NYC Development Director Job Description

Position Summary: Accent Dance NYC is entering a period of new growth with significantly expanded outreach and programming as we transition from private to public charity status. We are looking for a Development Director with extensive managerial and fundraising experience to lead our development strategy, diversify our revenue sources, substantially increase our contributed income, and cultivate new and existing relationships with individual donors as well as private and public entities. The Development Director will work closely with the Executive Director, our Board, and our Grants Manager. The successful candidate should have significant experience in nonprofit fundraising and a passion for making a positive impact in our New York metropolitan community.

Development Director Responsibilities:

Develop and execute a comprehensive strategy and fundraising plan in collaboration with our Founder/Executive Director, Development Committee, Grants Manager, and Communications Team to increase revenue and achieve our financial goals

Identify, cultivate, and maintain relationships with individual donors as well as private and public entities to secure gifts, grants, and sponsorships

Regularly connect with prospects, building relationships to grow donor portfolio

Develop and oversee individual giving strategy and the processes necessary for success

Serve as a chief fundraiser and organizational relationship-builder, cultivating new donor relationships and identifying new sources of contributed revenue

Substantially increase our contributed revenue to complement programming growth

Partner with the Communications Team to coordinate all development communication efforts

Oversee and lead all fundraising events, including our annual Gala, in consultation with the Executive Director, Accent Dance Board, Grants Manager, and senior staff

Strategize around, prepare solicitations for, and mobilize Gala honorees, co-chairs, committees, and sponsors to activate Gala fundraising

Maximize and identify existing opportunities (planned rehearsals, residencies, performances, etc.) for cultivation and stewardship of supporters and prospects

Serve as an internal advocate of the development program, successfully communicating and activating development priorities and activities throughout Accent Dance

Stay up to date with best practices in non-profit fundraising, including emerging trends, regulations, and compliance requirements

Attend board meetings and provide comprehensive updates on development activities, including presentations, reports, and tracking documents

Requirements

Extensive managerial and fundraising experience, preferably in the performing arts with a proven track record of consistently securing significant donations, sponsorships, and other sources of public and private (e.g. corporate/foundations) financial support

Bachelor's degree in a relevant field, such as nonprofit management, business administration, or marketing

Experience driving organizational growth

Commitment to diversity, equity and inclusion in the workplace and sector

Demonstrated track record of cultivating relationships and expanding and diversifying contributed income

Excellent written and verbal communication skills

Knowledge of fundraising software and tools, such as donor databases, online giving platforms, and email marketing systems

Passion for our organization's mission

Demonstrated ability to work collaboratively

Knowledge of local and regional philanthropic trends and the ability to design programs for non-profit development that capitalize on those trends

Compensation

The general salary range for this full-time position is \$65,000-\$80,000 per annum.

Vacation policy: 2 weeks annually (first year of employment; 3 weeks annually (years 2, 3, 4); and 4 weeks annually (starting in year 5).

Application Instructions

To be considered, please submit your application to: Andrea Ziegelman, Executive Director, at andrea@accent.dance with "Development Director" in the subject line.

Your application should include a resume and a substantive cover letter that describes your interest in, and qualifications for, this position. References upon request. Please submit your application electronically as one PDF document.

Accent Dance NYC

For more information:
Andrea Ziegelman
andrea@accent.dance

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