

Monday, July 21, 2025

## EMERGE125 is seeking an Audience & Donor Relations Manager

Company: EMERGE125  
Location: New York, NY  
Compensation: \$60,000 - \$64,350

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### Audience & Donor Relations Manager

#### Introduction

EMERGE125 is a Black female-led dance company that expands the reach and impact of dance through creation, performance, and education. Through a body of expressive, athletic modern dance work, EMERGE125 explores social dynamics and personal identity, illuminates and challenges systemic inequities, and inspires reflection and connection. We believe that dance can serve as a unifying force across differences in age, race, class, and more.

#### Position Summary

We are seeking a dynamic and thoughtful Audience & Donor Relations Manager to deepen and grow our engagement with audiences and supporters. This role blends marketing, fundraising, and community-building to support ticket-sales, individual giving, and overall visibility.

Reporting to the Executive Director and working in close collaboration with the Artistic Director and Board of Directors, this full-time position is responsible for managing and expanding revenue from ticket sales, individual giving, and donor cultivation. The role blends marketing and development strategies to increase awareness, support, and participation in EMERGE125's performances, events, and mission-driven initiatives.

This position is hybrid with flexible hours and will require some evenings and weekends during performance periods and events. Candidates should be based within commuting distance of New York City.

#### Key Responsibilities

##### Revenue & Engagement Strategy

- Develop and implement integrated strategies to grow ticket sales, individual donations, and general engagement.
- Plan and execute multi-channel fundraising campaigns, including appeals, memberships, and special initiatives.
- Lead content and storytelling efforts across platforms to enhance EMERGE125's visibility and resonance with target communities.
- Partner with the Executive Director on cultivation efforts including donor communications, campaign planning, and fundraising events.
- Analyze data and campaign performance; generate regular reports to assess progress and inform strategy.
- Manage timely donor acknowledgment processes and maintain clean, updated records in CRM systems (e.g., Bloomerang).

##### Brand, Content & Communications

- Uphold and evolve EMERGE125's visual and narrative brand across all donor engagement and event communications.
- Support the creation and distribution of content including show announcements, donor spotlights, and other communications that deepen audience connection and visibility.
- Assist with the planning and execution of marketing and promotional timelines for upcoming performances, events, and programs.

##### Patron Services & Relationship Building

- Serve as a primary liaison for donors, ticket buyers, and audience members, ensuring excellent customer service and positive relationships.
- Coordinate front-of-house operations for events, including ticketing logistics, volunteer coordination, guest list management, and comp distribution.
- Collaborate with box offices and venue partners to manage patron services and optimize the guest experience.
- Support audience surveys and feedback collection to inform future programming and engagement efforts.
- Plan and oversee at least one major annual fundraising event, as well as smaller cultivation activities throughout the year.
- Develop, evaluate, and provides reports of post-event data to assess the outcome of fundraising campaigns, programs, and events

##### Administrative Duties & Supervision

- Maintain accurate and organized records related to fundraising, audience metrics, and patron data and assist with segmentation and analytics.
- Provide training and supervision to interns and volunteers supporting events or development work.
- Assist with budget tracking, reconciliation, and logistics related to development and marketing efforts.

#### Qualifications

- Minimum 2–3 years of experience in nonprofit development, marketing, audience services, arts administration, or related field.
- Strong written, interpersonal, and communication skills.
- Highly organized and detail-oriented, with the ability to manage multiple projects and deadlines independently.
- Familiarity with CRM platforms (e.g., Bloomerang), donor management systems, and marketing tools (e.g., Mailchimp).

- Experience planning and executing events (fundraisers, performances, etc.).
- A team player with a proactive attitude and interest in arts and culture.
- Proficiency in Google Workspace; experience with Canva, Squarespace, and Slack preferred.
- Commitment to EMERGE125's mission and values.

#### Compensation & Schedule

This is a full-time, salaried position with compensation commensurate with experience, between \$60,000 - \$64,350. Benefits include paid time off, sick leave, and holidays. The schedule is hybrid with flexibility around work hours; some in-person, evening, and weekends availability in New York City is required.

#### Application

To be considered, please submit the following materials to [admin@emerge125.org](mailto:admin@emerge125.org) with the subject line "Audience & Donor Relations Manager":

- A brief cover letter describing your interest and relevant experience.
- A current résumé (maximum two pages).
- Contact information for three professional references (references will not be contacted without your prior consent).

Applications will be reviewed on a rolling basis. Early submissions are encouraged.

EMERGE125 is an Equal Opportunity Employer and does not discriminate on the basis of race, color, national origin, ethnic origin, citizenship status, disability, age, religion, sex, sexual orientation, gender identity or expression, the status of being transgender, marital status, veteran status, or any other characteristic protected by law. EMERGE125 is further committed to providing reasonable accommodations for those with disabilities. If accommodations are desired or needed throughout the application and/or process, please contact [admin@emerge125.org](mailto:admin@emerge125.org).

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