

Tuesday, June 29, 2010

## DANSPACE PROJECT: Development Associate (Major Gifts & Individual Campaigns)

To Apply Please send an email by Thursday July 8 with a letter of interest and resumé attached to: [peggy@danspaceproject.org](mailto:peggy@danspaceproject.org) No phone calls please.

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### DEVELOPMENT ASSOCIATE

The Development Associate (Major Gifts and Individual Campaigns) is a 20 hour/week position with potential for increased hours in the near future. The position supports activities related to individual donors and works closely and complementarily with the other Development Associate, the Director of Development, the Executive Director, and the rest of the staff to secure funds for Danspace Project operations and long-range institutional growth.

This position includes weekend and evening hours for special events, performances, and meetings.

Responsibilities include but are not limited to:

- Develop and implement strategies for Danspace's individual giving, including major donors, Gala, and other individual giving campaigns
- Manage individual donor solicitation, processing and acknowledgment system, including departmental mailings and writing all acknowledgment letters
- Develop and implement special events and cultivation activities, including developing and maintaining relationships with in-kind donors
- Share coordination responsibilities for 300+ guest Gala benefit with Development Director and other Development Associate
- Develop and implement benefits fulfillment and donor stewardship as appropriate
- Manage donor data in DonorPerfect and OvationTix
- Identify and research individual donor prospects and support Executive Director, Director of Development and the Board in reviewing donor lists, coordinating Board activity with donors, management and oversight of donor activity, and follow-up
- Collaborate with Marketing department on materials for individual giving campaigns and publicizing special events
- Manage and track budgets
- Maintain office space, filing systems, departmental calendar, and intraoffice communications as it relates to the position
- Manage the Development Intern in cooperation with the Director of Development
- Other tasks as determined by the Executive Director and Director of Development

#### Qualifications/Skills

- Three to five years development experience, primarily in the area of individual giving
- Exceptional organizational skills and attention to detail
- Excellent verbal and interpersonal communication skills
- Effective writing skills
- Strong word processing and Microsoft Excel ability
- Knowledge of contemporary dance and performance field very helpful
- Experience coordinating large scale (300 guest+) fundraiser a plus
- Experience with DonorPerfect database and OvationTix ticketing system a plus
- Bachelor's or advanced degree preferred

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