

Friday, January 4, 2013

## Development Manager - Gallim Dance

To be considered for this position, please submit a cover letter, resume, salary history, and one organizational writing sample to [info@gallimdance.com](mailto:info@gallimdance.com). [Share](#) | [Print](#) | [Download](#)

### ABOUT THE ORGANIZATION

Gallim Dance is a fast-growing, non-profit contemporary dance company based in New York City, founded in 2007 by choreographer and Artistic Director Andrea Miller. Miller's award-winning work embodies fearless physicality, grounded by deep humanity and expressed through the madness and joy of the imagination.

Gallim Dance quickly caught the attention of the dance community, and Miller's work has been acclaimed by *The New York Times* as "voluptuously polyglot choreography." In 2013, Gallim Dance will perform in the inaugural season of the new BAM Fisher Theater, open the 2013-2014 Guggenheim Works & Process season, premiere a new evening-length work at Montclair Peak Performances Series, and tour to Connecticut, New Jersey, Georgia, California, Wyoming, Oklahoma, Austria, Germany, and France.

Gallim Dance has a fun, fast-paced and entrepreneurial work environment with smart and exuberant colleagues. The company provides strong mentorship and frequent opportunities for professional development and growth.

For more information about the company please visit [www.gallimdance.com](http://www.gallimdance.com).

### ABOUT THE POSITION

The Development Manager is a full-time position that reports to the Executive Director. The Development Manager is responsible for creating and executing Gallim Dance's fundraising strategy, including fundraising from individuals, foundations, corporations, special events, and government agencies. In partnership with the Executive Director, the Development Manager will be responsible for meeting a total goal of \$350,000 in operating support in 2013.

The Development Manager will:

Plan and execute an individual donor communication and engagement strategy, including the creation of a solicitation calendar, the writing of appeal letters, timely acknowledgment of donations, ongoing donor stewardship, and innovative recognition programs Build Gallim's first Major Gifts Program, and help the Executive Director and Artistic Director develop the pipeline for new board members Plan and execute special events, which will include the Opening Night Celebration for Gallim's BAM season in May 2013 Prepare all grant proposals and reports; maintain grants calendar, cultivate foundation relationships, and manage supplementary materials Engage and steward corporations and government agencies in support of Gallim Dance's mission, including the preparation of written proposals, reports, and acknowledgements Fulfill data management and reporting needs including gift recording, quarterly reporting, and participation in a company-wide Constituent Relationship Management project

### QUALIFICATIONS

Candidates should be individuals with creative energy, ambition, and a passion for the arts, who thrive in an environment of high standards where high-quality work must be consistently and accurately produced.

A minimum of 2-3 years of experience in fundraising is required; experience at arts or cultural institutions preferred Candidates should demonstrate excellent communication skills and the ability to communicate quickly and persuasively (especially in writing) a compelling case for supporting Gallim Dance Gallim Dance takes an analytical and quantitative approach in all departments; facility with Microsoft excel, budgeting, and a comfort with financial information will be an asset Candidates must have a demonstrated ability to set priorities, meet deadlines, and operate independently with a precise, confident working style Candidates should demonstrate knowledge of the latest fundraising best practices in the arts field, through additional coursework or industry experience Position requires availability beyond regular office hours for openings and events on evenings and weekends

### HOW TO APPLY

The Development Manager opportunity is a full-time, salaried position. Candidates should be available to begin in January 2013.

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