

Tuesday, March 19, 2013

Chez Bushwick seeks Development Associate

Please email resume and supporting documents to studio@chezbushwick.net with "Development Associate Application" in the subject line. No calls please.

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ABOUT CHEZ BUSHWICK:

Founded and guided by artists, Chez Bushwick is dedicated to the advancement of interdisciplinary art and performance, with a strong focus on experimental dance. Since its inception in 2002, the organization has been acknowledged as a new model for economic sustainability in the performing arts, offering highly subsidized rehearsal space, and fostering the creation, development, and performance of new work. Chez Bushwick also supports the award-winning choreography and media artist Jonah Bokaer who has dedicated a short lifetime to expanding possibilities for live performance through choreography, digital media, cross-disciplinary collaborations, and social enterprise, in the United States and internationally.

RESPONSIBILITIES:

The individual selected will be responsible for the following, and report directly to the Managing Director.

- Oversee routine preparation and submission of proposals, applications, and reports for Foundations and Government agencies. Work across the organization to gather programmatic, statistical, and financial information, assembling work-samples, securing budget data and generating proposal budgets as required.
- Maintain development calendar to ensure that all proposals, and reports are executed and submitted on time.
- Prepare and manage donor acknowledgment letters, for Individual, Foundation, and Government contributions.
- Schedule cultivation, renewal and donor stewardship meetings; coordinate the preparation of background summaries and briefing materials for key participants.
- Implement strategic and tactical plans to meet and exceed annual fundraising goals.
- Steward bi-annual fundraising appeals and gala mailings.
- Attend and interact with patrons and funders at organization events, tours, and performances.

COMPETENCIES and QUALIFICATIONS:

To perform the job successfully, the individual selected should have:

- Bachelor of Arts/Bachelor of Science, or 3 years of relevant professional experience is necessary.
- Experience within the dance and performing arts field is required.
- Proven experience as a successful fundraiser preferred; strong writing skills are a must.
- Proficiency in Microsoft Office Suite, DonorPerfect, and PatronMail.
- Attention to detail, ability to meet strict deadlines, balance multiple projects, and thrive in a fast paced environment.
- Previous administration and development experience essential.

COMPENSATION:

Salary commensurate with experience.

MATERIALS FOR APPLICATION:

- Cover Letter
- One Page Resume
- Salary history or salary requirements
- Contact information for at least three(3) references.

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