

Thursday, August 22, 2013

Institutional Advancement Manager

urbanitydance@gmail.com

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Job Title: Institutional Advancement Manager

Reports To: Director

Status: Staff, Full-time

Salary: \$25-\$30K + Medical/Dental Benefits

Description:

Urbanity Dance is looking for an Institutional Advancement Manager to start mid-September. The position is full-time.

A pivotal new addition to the growing team, the Institutional Advancement Manager will be focused on communications, marketing and development. The Manager must be an excellent writer, have superb interpersonal skills, ability to multitask, work independently, and to be a self-starter. Candidate must be fully invested in the continued growth of the company, inspired and enthusiastic about the vision of the company.

Strong potential for continued growth within the organization.

Core Responsibilities:

- Thinking creatively to grow Urbanity's three pillars: 1) audience/press for the professional company and performances 2) student population (adults and children) and 3) raise awareness about our community programming.

Development:

- In collaboration with the Board and Executive Director, build a robust annual fundraising plan that includes individual giving, events, corporate partnerships, and foundation grants
- Manage the organizations database to ensure data integrity. This includes, data entry, gift tracking, list and report generation
- Create systems for gift processing from gift receipt through to gift acknowledgment
- Serve as the organization's main contact with donors, including communications regarding Urbanity news and events
- Foundation research, prospecting, and proposal generation
- Serve as the organization's representative at artistic and cultural events--
- Manage 3-5 fundraising/awareness events throughout year and working with Board of Directors and to organize responsibilities

Marketing and Communications:

- In collaboration with the Board and Executive Director, create an annual marketing and communications plan that includes a message and communications calendar to track all social media and email communications, press strategies, website updates, as well as a plan for evaluation of communications and marketing efforts
- Writing press releases and responding to press inquiries in a friendly, timely, and effective manner
- Facilitating (along with graphic designer) a website overhaul & new print materials
- Writing blog entries and contributing as a dance writer to news publications
- Managing social media and email communications
- Managing team of 2-3 arts administration interns

Qualifications:

The ideal candidate will have/be:

- Dance background is not necessary, but a passion for arts and community education is essential

- Strong preference for 1 year of work-related experience
- Bachelors degree required
- Marketing competency and demonstrated experience in marketing, including market strategy, demand generation, market research, and marketing communications
- Efficient multi-tasker
- Delivering effective presentations
- Strong analytical and problem solving skills
- Strong attention to detail
- Excellent communications, writing and customer service skills
- Interest and/or experience in non-profit management and/or arts administration
- Computer skills, including Microsoft Office Suite
- Knowledge of Adobe Creative Suite (InDesign, Photoshop, etc.) not required but is a plus. An aesthetic sense for web design (website, newsletter) is a plus.
- Interest and/or experience in photo, video, web editing
- Friendly personality, able to represent Urbanity in the press and media
- Ability to work independently, and as a member of a team
- Flexibility, positive attitude, and good work ethic

To apply:

Email cover letter and resume to urbanitydance@gmail.com or Urbanity Dance, 280 Shawmut Ave, Boston MA 02118

Urbanity Dance exists to inspire, engage, and empower individuals and communities through the art of dance and movement.

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