

Thursday, December 5, 2013

## Director of Development at Dancewave

jobs@dancewave.org

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REPORTS TO: Executive/Artistic Director (ED)

HOURS: Full-time 40 hours/week; must be available on select weekends for performances.

SALARY: Compensation is competitive and commensurate with experience and qualifications. Benefits offered include health insurance plan, paid leave, and opportunity to participate in pension plan.

START DATE: Immediately

**JOB DESCRIPTION:** Dancewave is a community-based nonprofit organization, founded in 1995, to transform the lives of New York City youth through unique exposure to world-class, pre-professional performing arts training. Dancewave seeks a passionate, dynamic and experienced Director of Development with a track record of success to raise the profile and resources of Dancewave. Under the direction of and in conjunction with the Executive Director, and as a member of the senior leadership team, The Director of Development will be responsible for developing and overseeing all of the organization's fundraising strategies to build and expand Dancewave's visibility and financial resources. He/she will maintain Dancewave's focus on an ambitious resource development plan that includes doubling unrestricted funding by 2018.

This is an opportunity to guide Dancewave through a moment of transformation. Supported by a soon-to-be-launched capital campaign, Dancewave will move to a new dance center renovated by New York City's Department of Design and Construction and funded by the Department of Cultural Affairs, expected to open in 2016. The Director of Development will serve as the primary liaison with New York City government during renovation and will collaborate with Capital Campaign consultants in raising additional funds for this project.

The ideal candidate is passionate about Dancewave's mission, thinks strategically, has demonstrated excellence in a variety of competencies including: project management, teamwork, analytical thinking and connecting Dancewave to the larger business and cultural community. Must possess the ability to work with changing priorities and multiple projects. He/she will be a first class communicator, with the ability to effectively position the organization and to communicate its vision and plans to a range of audiences and to inspire and engage a wide range of funders and stakeholders.

The Director of Development must be able to problem-solve and troubleshoot, in addition to the ability to work independently in a dynamic team environment, and will have a good understanding of the funding landscape, a demonstrated ability to close deals with donors, and proven track record in successful solicitation of foundation and government grants. He/she will have a previously demonstrated ability to prospect, pursue, cultivate, and close deals with new individual donors.

Key Responsibilities will include:

Manage current and future foundation grants and relationships.

Manage relationships with foundation officials.

Plan and manage all fundraising events including the Kids Cafe Festival, annual Gala (May 9th 2014), and Spring Celebration (May 31st and June 1st 2013).

Attend quarterly Board meetings and provide progress reports on fundraising events and activities; provide other reports and statements as requested.

Attend meetings with current donors, corporate funders and future donors and funders.

Serve as staff liaison for the Board Fund Raising Committee and work closely with the Committee Chair to motivate, guide and support the Committee's work.

Develop and manage Board fundraising capacity, by supporting Dancewave's Board of Trustees in their fundraising responsibilities and act as a resource for developing best practices.

Lead the improvement of fund raising efforts' efficiency by developing appropriate metrics and reporting tools.

Enhancing the use of the donor database utilizing Salesforce and maintaining resources on fund raising.

Work closely with the Executive Director and the Board in identifying new Board members who can contribute to increase Dancewave's fund raising capacity.

This position offers the opportunity for professional growth within the organization.

### KNOWLEDGE, SKILLS AND ABILITIES:

Required

10+ years of professional experience in a development function (managing and forging relationships with multiple donor sources) and/or sales or business development experience in a service industry or with a nonprofit.

Superb written, oral communication and networking skills

Excellent time management skills and ability to meet deadlines

Strong leadership skills to inspire staff, board, donors and interns

Ability to multi-task, prioritize and manage competing demands

Passion for Dancewave's mission and commitment to serving youth

Fluency in Microsoft Office Suite (Word, Excel, Power Point)

Ability to speak about dance and dance education

Preferred

Training in dance and/or dance education; work experience with dance company/organization

Demonstrated ability to build creative and mutually beneficial partnerships within the nonprofit, public and corporate sectors

Familiarity with NYC and NYS government contracts

Experience with Salesforce, database design or theory

Masters Degree

TO APPLY:

Please send a resume, cover letter, and three (3) references to [jobs@dancewave.org](mailto:jobs@dancewave.org) with subject line *Director of Development*.

NO PHONE CALLS. ONLY EMAILED APPLICATIONS WILL BE CONSIDERED.

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