

Friday, May 16, 2014

Hiring Director of Development and Programs

Company: Dance Films Association

Location: Brooklyn, NY

Compensation: Salary requirements requested. Possibility for incentive income based on performance.

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For over 40 years, Dance Films Association, (DFA), a non-profit membership organization, has been an innovative, leading catalyst for the production, presentation, and preservation of dance on camera. DFA is dedicated to furthering the art of dance film, and is widely known to the public for its joint partnership with the Film Society of Lincoln Center to organize, curate and present the annual "Dance on Camera" film festival at the Film Society. DFA also undertakes other initiatives to foster production of new dance film works so as to reach out to a larger audience for dance on film. DFA's membership includes dance and film artists, academics and critics, as well as students and established professionals.

DFA has recently restructured to focus on its core activity, the annual film festival, Dance on Camera, while at the same time embarking on a major fund raising program. Once this development project has successfully generated the financing needed, DFA intends to enter its next vibrant phase through its other production and preservation initiatives, and overall expansion of its contribution to the dance film community.

DFA is seeking a dynamic, creative and experienced Director of Development and Programs who, in the first instance, will formulate, launch and successfully implement a financing strategy in conjunction with the oversight and presentation of Dance on Camera. The Director will build on existing income streams from grants, membership and partners. However, his or her principal role will be to generate new sources of income for DFA by securing corporate sponsorships and donations from major private donors and patrons of the arts. Once this goal is achieved, the right candidate could then be in a position to lead the organization forward to the next level by expanding programs, and creating new partnerships.

Status

This is a full-time year-round position.

Supervision

The Director of Development and Programs (the "Director") reports directly to the President of the Board of Directors on a regular basis, and, periodically, to the full Board of Directors.

Supervises

The Director is responsible for hiring and supervising Dance on Camera staff, and also recruits and supervises employees, contractors, interns, and volunteers to help carry out many of the year round duties outlined in the job description below.

Principal Responsibilities

The Director's primary role is to conceptualize and implement DFA's fundraising strategy, particularly through corporate sponsorships and patrons of the arts for Dance on Camera.

The Director also plans, oversees, programs, and manages all aspects of the annual Dance on Camera, as well as other events and programs throughout the year. The Director is responsible for the financial success of the organization; artistic quality of Dance on Camera; ensures that the festival and related events are well attended; and additionally sees to the overall operations of the festival and other events and programs throughout the year. The Director must have an understanding and passion for DFA's mission and its commitment to the dance and film community.

Duties and Responsibilities

Fundraising and Development– Drive all contributed income activities including: major donor and patron cultivation, corporate philanthropy, sponsorships, annual fundraising events, appeals and membership drives, direct mail solicitations and grant writing. Utilize social media for marketing and membership growth.

Business Development and Public Relations – Create revenue generating partnerships with for-profit and non-profit organizations. Ensure the highest level of artistic content and presentation at the film festival and other events. Represent DFA in the dance film community and in the media.

Board Development – Work with Board of Directors to cultivate, recruit, develop, maintain, and support a strong Board.

Executive Management – Oversee all aspects of the film festival, including fundraising, operations, programming and marketing. Ensure sound financial planning and fiscal management. Demonstrate ability to work with a governing board. Foster positive, productive relationships and teamwork among staff, board and volunteers.

Organizational development – Build organizational capability to streamline operations, and maximize development. Design and implement appropriate structures and processes for optimal performance.

Experience/Skills Required

B.A. or advanced degree.

Fundraising experience, managing fundraising events and generating donations and sponsorships.

Strong leadership skills.

Excellent project coordination, time management, and organizational skills with the ability to juggle and prioritize multiple projects.

Attention to detail and concern for accuracy, and excellent "follow up" skills.

Must be a self-starter — proactive and driven, with a strong work ethic, a high level of motivation, a strong sense of urgency when needed, the ability to work without direct supervision and to consistently meet deadlines.

Ability to troubleshoot, to achieve conflict resolution, and to work calmly under pressure. A creative thinker who is resourceful in solving problems.

Ability to delegate responsibilities and foster positive, productive relationships and teamwork among staff and volunteers.

Excellent written and oral communication skill.

Strong knowledge of the independent film industry, preferably with already established relationships with film distributors and filmmakers, is

desired but not a requirement.

Knowledge of technical formats for film and digital video projection, is desired but not a requirement.

Must be flexible and willing to work long hours or weeknights and weekends when necessary.

Ability to supervise and delegate, but when necessary, willingness to "get in the trenches and do whatever is needed to get the job done."

Mac proficient with knowledge of Filemaker Pro, MS Word, Excel, PowerPoint and social media platforms Facebook and Twitter.

How to Apply

Please send a cover letter, resume, and references to: board@dancefilms.org

Deadline: June 15, 2014

Salary requirements requested. Possibility for incentive income based on performance.

No phone calls, please.

Due to the volume of receipts, only qualified applicants will be contacted.

DFA is an Equal Opportunity Employer

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For more information:
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[< back](#)

[previous listing](#) • [next listing](#)