

Tuesday, March 8, 2016

Associate Director, Individual Giving

Company: Alvin Ailey Dance Foundation, Inc.
Location: New York, NY

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Alvin Ailey American Dance Theater, one of the world's premier dance institutions, is seeking a motivated and personable, professional team player to work in a fast-paced environment to manage the activities of the Ailey Partners, Ailey Friends, Young Patron's Circle, Ailey Parents and several affiliation groups. The candidate will report to the Senior Director of Development and will work closely with the Director of Major Gifts, Director of Special Events and Development Initiatives, Associate Director of Development Operations and members of the Development and Marketing departments.

Responsibilities include, but are not limited to:

Manage and inspire a team of individuals to successfully acquire and steward individual donors including members of the Ailey Partners, Ailey Friends, Young Patron's Circle and the Ailey School Parents Committee.

As a front line fundraiser work directly with Ailey donors and prospects to grow the number of membership households and increase annual giving.

Working closely with the Director of Major Gifts and the Senior Director of Development assist in developing a pipeline of prospects for the Artistic Director's Circle and major giving opportunities. Participate in the development of long range development plans for individual giving.

Actively collaborate with and support the efforts of the Director of Major Gifts, the Director of Special Events and the Senior Director of Development. Oversee patron services and supervise the Development Associate, Patron Relations to coordinate all requests for house seats and special tickets.

Attend cultivation events.

Supervise direct mail campaigns, online giving initiatives.

Develop and promote highly visible donor recognition programs.

Collaborate with the Associate Director of Development Operations to ensure the highest standards and best practices in donor record management.

Skills/Qualifications

Managerial level experience working with diverse fundraising campaigns such as: annual funds, membership programs and/or affiliate groups

Experience with direct mail campaigns

Excellent judgment and the ability to work independently, work as a leader as well as a member of a team

Mature and highly organized, pays close attention to detail, ability to set and meet deadlines, and to "multi-task"

Strong written and verbal communication skills

Willingness to work flexible hours to participate in coverage of Ailey performances and special events

Experience with donor databases Raiser's Edge preferred

Knowledge of Microsoft Word, Excel; proficiency with email and the Internet

Experience/Education

Bachelor's degree

Five plus years of experience working in a multi-faceted fundraising office with a minimum of three years in a supervisory role. Preferable candidate will have experience working on membership and annual fund campaigns. Candidates with related experience in the areas of integrated marketing and loyalty campaigns will also be considered.

Performing arts/dance background a plus

To apply for this position please submit the following to: devojobs@alvinailey.org:

Resume

Cover letter detailing your interest in this position at Alvin Ailey Dance Foundation, Inc. and salary requirements

Contact information for two references

Alvin Ailey Dance Foundation is an Equal Opportunity Employer. Employment is based upon personal capabilities and qualifications without discrimination based on race, color, religion, creed, sex, sexual orientation, national origin, age, disability, marital status, veteran status, citizenship status, or any other protected characteristic as established by law.

Alvin Ailey Dance Foundation, Inc.
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For more information:
Alvin Ailey
devojobs@alvinailey.org

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