

Friday, June 17, 2016

Director of Development

Company: American Dance Institute

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Director of Development

The American Dance Institute ("ADI") is seeking an entrepreneurial leader experienced in the areas of financial resource development for nonprofit organizations to design and implement the organization's fundraising and development strategy, including building a highly effective development function and significantly expanding individual and institutional support of ADI's programs and services. The position will report directly to the Executive Director and work in close collaboration with the senior leadership team to accomplish the objectives set for the position.

Organization Background

Founded in 1999, the American Dance Institute's core mission is to advance artistic excellence by addressing critical needs in the national dance and performance field. The organization is a contemporary dance and performance residency site and presenter in a period of rapid growth that includes program expansion in New York City and a major renovation project, ADI/Lumberyard in Catskill, New York. Both give ADI the capacity for further expansion and creates the first facility in the U.S. dedicated to providing extensive production support to professional contemporary dance and performance artists and strengthening the health and vitality of the art form. The organization additionally operates a performing arts center in Rockville, Maryland which currently serves the Washington DC region.

Position Summary

The Director of Development will be responsible for establishing a thoughtful, strategic and actionable fundraising and development plan for the organization and overseeing all related operations and activities to support the plan. He/she will be expected to navigate and forge new relationships and opportunities for philanthropic support among individuals, corporate and private foundations and government sources which increase the financial resources of the organization to help advance its core mission and support plans for future growth.

Primary Responsibilities

Actively works with the Executive Director and senior leadership team to craft a creative and strategic fundraising plan and implement an effective operating structure to support all of the organization's development activities and programs

Directs the implementation of the overall fundraising and development strategy, including: planning and executing short and long-term fundraising strategies; identifying and cultivating donor relationships and new prospects with giving capacity across ADI's range of programs; and working with the Director of Institutional Giving to identify and solicit institutional gifts

Develops in-depth knowledge of ADI's network of programs and services in order to effectively represent and promote the work of ADI to the public, including potential donors, supporters and funders

Collaborates with and prepares the Executive Director for meetings and presentations with potential donors

Coordinates all direct response campaigns and development-related marketing/collateral materials to solicit a portfolio of small and mid-level gifts and generally support fundraising and development efforts.

Collaborates with the marketing and communications team to ensure that resources are in place to support fundraising and development activities

Serves as lead person coordinating all logistics internally and with external vendors in connection with all fundraising campaigns and events

Researches trends and emerging opportunities in the corporate and private foundation community and across government sources

Manages fundraising database and ensures that it is fully up to date and relevant to effectively support all development activities

Monitors, documents and reports regularly to the Executive Director the results of all fundraising and development activities

Qualifications, Skills and Attributes

The Director of Development should be:

Extremely entrepreneurial, resourceful and a creative, "out of the box" thinker

Able to positively impact both strategic and tactical fundraising initiatives and manage multiple tasks and projects concurrently

An exceptionally strong communicator in writing and verbally with the ability to influence and engage a diverse range of donors and funders

Collaborative in work style and a strong team player

Able to respond to a changing environment that demands quick thinking and flexibility

How To Apply:

ADI has retained the search firm INSPERA PARTNERS to conduct this search. All inquiries, nominations and applications should be accompanied by a cover letter and resume and directed in confidence to:

Ira Machowsky, CEO or Heather Bivens, Senior Search Associate
imachowsky@insperapartners.com or hbivens@insperapartners.com

American Dance Institute
americandance.org

For more information:
Heather Bivens
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