

Thursday, June 22, 2017

Development Manager at Dancewave

Company: Dancewave
Location: Brooklyn, NY

► [Share](#) | [Print](#) | [Download](#)



POSITION: Development Manager at Dancewave

REPORTS TO: Executive/Artistic Director (ED) and Managing Director (MD)

HOURS: Full-time 40 hours/week onsite at Dancewave offices; must be available on select weekends for performances

START DATE: Immediately

JOB DESCRIPTION: Dancewave seeks a Development Manager to help manage the individual, institutional, capital campaign and Board related fundraising activities and events for this 22-year old dance education nonprofit organization located in Prospect Park, Brooklyn. The Development Manager must be highly organized, with superb written, organizational and verbal communication skills, and a strong passion for Dancewave's mission. This position is an incredible opportunity for an ambitious, young-in-career nonprofit professional to develop new skills and contribute to the growth of an innovative, rapidly expanding cultural and educational organization. The Development Manager works closely and directly with Dancewave's Executive/Artistic Director and Managing Director to plan and implement all facets of the development plan and the capital campaign. This position offers the opportunity for professional growth within the organization.

RESPONSIBILITIES:

Strategic Planning & Board Development

- Collaborate with E.D and M.D. to develop and implement the annual fundraising strategy
- Schedule (and accompany as needed) E.D. and M.D. to meetings with potential community partners and funders
- Assist ED and Board Chair in scheduling and preparation of development updates for quarterly board meetings and fundraising committee meetings
- Prepare regular fundraising reports for E.D. and Board
- Assist E.D., M.D. and Board in launching a capital campaign

Government Contracts

- Maintain government contracts calendar and meet all deadlines
- Write and submit government grant applications and final grant reports
- Manage current government grants (tracking deadlines, receipts, and filing)
- Liaise with local elected officials regarding current and prospective government funding
- Input contracts in Salesforce and send out acknowledgement letters
- Research and track new government funding opportunities

Foundations

- Maintain grants calendar for foundations and meet all deadlines
- Write and submit grant applications and grant reports
- Manage current foundation grants
- Create grant submission timeline for review by E.D.
- Manage relationships with foundation officials
- Input grants in Salesforce and send out acknowledgement letters
- Research and track new foundation funding opportunities

Individual & Business Donors

- Develop and manage annual appeal campaign (writing, design, mailing)
- Work with ED and MD to identify prospective individual donors and schedule meetings
- Track incoming donations in Salesforce and send out acknowledgement letters
- Solicit support from businesses for Dancewave's season program and annual gala

Fundraising Events

- Help plan, manage and attend all annual fundraising and cultivation events, including Annual Spring Gala in collaboration with Gala Committee (Board and donors) and Special Events Coordinator (Staff)

Capital Campaign

- Help manage existing capital campaign funds
- Coordinate project specifics with Dept. of Cultural Affairs, Dept. of Design and Construction and potential new landlords
- Act as organization point-person with Special Projects Consultant for the Capital Campaign
- Attend and take notes at all Capital Campaign planning and fundraising meetings
- Draft emails/talking points/track donor pipeline for Capital Campaign prospects
- Assist with planning and managing cultivation and donor events

KNOWLEDGE, SKILLS AND ABILITIES

Required

- Bachelors degree required, Masters degree preferred, in the arts, arts administration, business, or nonprofit management
- Minimum of three to five years of previous full-time employment in nonprofit fundraising, including some grant writing experience
- Superb written and verbal communication skills

- Excellent time management skills and ability to meet deadlines
- Ability to multi-task, prioritize and manage competing demands
- Grant writing experience and familiarity with funder research resources
- Excellent interpersonal and networking skills; positive and professional demeanor
- Passion for Dancewave's mission and commitment to serving youth
- Fluency in Microsoft Office Suite (Word, Excel, Power Point)
- Ability to learn computer programs, donor management, and prospecting software quickly
- Self-starter with a positive, flexible, can-do attitude
- 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 graphic design, Adobe Design Suite (Photoshop and InDesign), and HTML
- Experience with Giftworks, Salesforce, i-wave, database design or theory
- Conversational Spanish fluency, a plus

WORKING ENVIRONMENT

- Small office, dance studio
- Eight (8) staff members
- Professional attire required daily due to regular interaction with parents, prospects, donors and Board members
- Interaction with kids of all ages, parents and teachers, as part of daily work life!

TO APPLY: Please send resumé, cover letter, and a writing sample to jobs@dancewave.org . NO CALLS PLEASE!

Dancewave
45 4th Avenue
Brooklyn, NY, 11217
7185224696
dancewave.org

For more information:
Hiring Manager
jobs@dancewave.org

[< back](#)

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