Monday, December 11, 2017

Mabou Mines Development Associate

Company: Mabou Mines
Location: New York, NY

Mabou Mines is an artist-driven theater collective, generating original works and re-imagined adaptations of classics. Work is created through multi-disciplinary, technologically inventive collaborations among its members and a wide world of contemporary filmmakers, composers, writers, musicians, choreographers, puppeteers and visual artists. Founded in 1970, the current company members include Founding Artistic Director Lee Breuer and co-Artistic Directors Sharon Fogarty, Karen Evans Kandel and Terry O'Reilly and Associate Artists Clove Galilee, Maude Mitchell and David Neumann.

Mabou Mines' annual programs include the development and premiere of new work through workshops, residencies, remounts of productions from our repertory, as well as national and international touring. The Company serves the artistic community by mentoring emerging artists, and creating opportunities for strengthening the city's cultural landscape via our longstanding Resident Artists Program (RAP) and our new diversity initiative, SUITE/Space.

Mabou Mines returns to the 122CC in the fall of 2017 where we take over the remodeled former Performance Space 122 second floor theater. For the first time, Mabou Mines will have a 1700 sq. ft., 99-seat theater.

Position Summary

Mabou Mines Development Associate is responsible for researching government and foundations grants, writing grant application content, donor solicitation letters and proposals, and preparing grant applications. The Development Associate maintains record keeping of all contributed income, assists with donor cultivation and stewardship, and fulfills fundraising related administrative tasks. This is a part time position, reporting to Mabou Mines Executive Producer.

We are committed to diversity at all levels: on our stage, in our audience, on our staff, and within our leadership. We strongly encourage candidates of color to apply. Please send your applications to info@maboumines.org .

Responsibilities

Write, edit, and compile grant applications to state, federal, city, and foundation funding sources
Process and record all individual, government, foundation and corporate donations and send acknowledgment letters
Maintain correspondences with donors, agencies and foundations regarding guidelines, deadlines, applications, renewals and reports for funding opportunities
Maintain foundation, corporation and individual digital and paper files and database records
Maintain and update the Funding Schedule
Conduct research and gather information on prospective foundation and individual donors
Manage donor crediting language, and logos
Help organize special fundraising events
Assist in creating direct mail appeal and other individual donor initiatives
Maintain guest lists, prepare registration materials, priority donor seating, and other duties for events and performances.
Other duties as assigned by the Executive Director and Co-Artistic Directors.

Requirements

Proven experience as a fundraiser
Outstanding communication and interpersonal abilities
Excellent organizational and computer skills
Familiarity with MS Office, experience with donor databases welcome
Interest and passion for experimental theater

Mabou Mines
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For more information:
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