

Wednesday, January 24, 2018

## Development Officer

Company: Dancers Responding to AIDS  
Location: New York, NY

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Dancers Responding to AIDS, a program of Broadway Cares/Equity Fights AIDS, seeks a dynamic and experienced fundraiser to help grow and steward relationships with donors supporting signature events and expand its major donor program. This position will serve as a lead fundraising representative for Dancers Responding to AIDS and is key to integrating individual fundraising efforts with events and other fundraising initiatives. The development officer reports to the DRA founding director and works closely with the DRA development & communications coordinator.

### Duties and Responsibilities

Lead the growth, development and implementation of donor relationships for all events and major gifts program, the DRA Angels Circle  
Coordinate DRA Angels Circle stewardship events, donor cocktail events, Inside Dance Series and donor events with dance companies performing in NYC  
Work with the Broadway Cares development team to oversee acknowledgements and listings for online and print publications  
Oversee database management for donor portfolio and prospects  
Coordinate event invitation mailings and RSVPs  
Recruit for and manage event committees  
Coordinate logistics and itineraries for major donor daytrip packages for events  
Participate in all DRA events  
Participate with full staff in facilitating audience appeals for two six-week fundraising periods and select Broadway Cares events  
Participate in numerous evening and weekend events and fundraising initiatives

### Qualifications

2-3 years of major gifts, individual giving and/or fundraising experience  
Commitment to and ability to communicate the mission of Dancers Responding to AIDS and Broadway Cares  
Bachelor's degree  
Comfortable soliciting large gifts and coordinating the solicitation of gifts  
Ability to effectively communicate about issues relating to HIV/AIDS and the impact our mission has on communities served  
Extraordinary organizational skills and attention to detail with effective follow-through  
Superior communications skills, written and oral  
Demonstrated ability to successfully maintain and utilize database systems (Raiser's Edge, NXT) and proficiency in Google Drive and Microsoft Office  
Grant-writing experience helpful but not required  
Excellent interpersonal skills  
Personal drive and initiative  
Willingness to assist, support and do whatever needs to be done at DRA and Broadway Cares fundraising events and in the work environment  
Understanding of and appreciation for dance, and enjoy attending dance performances  
An affection for dogs

To apply, send a compelling cover letter and resume with "Development Officer" in the subject line to [resumes@broadwaycares.org](mailto:resumes@broadwaycares.org).

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