

Wednesday, May 30, 2018

HIRING! Development Associate

Company: Movement Research
Location: New York, NY
Compensation: \$17/hr

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Movement Research is hiring!

Applications will be reviewed on a rolling basis beginning May 31, 2018.

The paid training period will take place June 11–29.

The official employment start date is July 1, 2018.

Development Associate is a 20–25 hour/week, part-time hourly position at Movement Research. Compensation is \$17/hour. As part of the compensation package, employee also receives the benefit of free access to Movement Research classes and selected workshops. Employee contribution 403(b) plan is available. Schedule is anticipated to be 4–5 days per week in the administrative offices located in the East Village and includes participation at some evening and weekend events.

To apply, please email the following materials as a single pdf to work@movementresearch.org with "Development Associate" in the subject line: Resume; Cover letter; Name, title, organization, email and phone number for two to three professional references.

If available, please include a writing sample from a recent funding application.

Movement Research continuously seeks to engage a more diverse and inclusive participant body and strives to recognize individuality and create equal opportunities for all, regardless of race, class, gender, ability, ethnicity, sexuality or age. MR is committed to maintaining a strong connection to an existing diverse community of experimental artists and audiences, while at the same time broadening its definition of experimentation to more include working within and pushing the boundaries of all movement-based forms. Movement Research recognizes the essential need to diversify the range of aesthetics, cultural and socio-economic backgrounds represented on NYC stages and strongly encourages applications from individuals aligned with this vision.

Email inquiries and phone calls welcome.

Development Associate Responsibilities:

- Grant Writing / Funder Relationships
- Under the direction of the Executive Director and Development staff, prepare initial grant application draft outline, including assembling organizational information, program overview, and supplemental materials.
- Manage MR program statistics tracking for funder reports and coordinate with MR Programs staff to keep tracking updated.
- Closely and diligently track funding and reporting deadlines in FileMaker database and Google calendar
- Maintain FileMaker database tracking of all submissions, support requested and received, reporting requirements, and funder correspondence.
- Maintain eligibility for government grants, including tracking deadlines and updating accounts with NYC Charities Compliance, NYS Grants Gateway, and SAM.
- Collect and compile support materials for Final Reporting including: Press, Printed Calendars and Programs, and Artist-in-Residence/MRX participant bios and narrative reports.
- Manage maintenance of development files, writing of acknowledgement letters, ensuring compliance of grant contracts, and preparing reports.
- Conduct prospective research and keep up to date on new funding opportunities, including attendance at information sessions.
- Support Development team and Executive Director in preparing the biannual mailing of MR Performance Journals to funders.
- Preparation of annual report text and coordination of design and additional components, including financials, along with other MR staff.

Individual Donor Relations

- Prepare and execute end-of-year individual donor campaign, working alongside Media & Communications department to craft a cohesive marketing strategy.
- Coordinate the Friends of MR individual donor program alongside the Capital Campaign.
- Support in planning and coordinating individual cultivation events.
- Intake and process annual Gala ticket purchases and donations.
- Maintain RSVP and ticketed lists for cultivation and fundraising events prior to and at events.
- Work with the Executive Director and Development staff on inviting, confirming, corresponding with and tracking the
- Gala Honorary Committee.
- Write and send thank you letters for individual contributions in end-of-year campaign, Friends of MR, Capital Campaign, and Gala campaigns.
- Track all individual donations in FileMaker and reconcile with accounting records.

Liaison to Board of Directors, Board Committees, and Artist Advisory Council

- Take minutes at meetings and prepare summary minutes and action steps for distribution.
- Schedule meetings and send scheduling and location reminders.
- Prepare packets for Board Meetings, printed for meetings and also emailed to Board members in advance.
- Prepare information packets and other materials for new and potential Board and AAC members.
- Support in preparing annual fiscal year and calendar year donation letters to Board members.
- Gather and update biographies, photos, and contact information annually and upload to the MR website.

Additional Administration

- Organize tasks and supervise interns in their work in the areas of development and database entry.
- Manage incoming and outgoing departmental mail.
- Participate in editing and proofreading all marketing materials, including season calendars, MELT brochures, press releases, etc.

Qualifications:

- A minimum of 2 years experience working in the professional not-for-profit field is required.
- Grant writing, fundraising or development experience in the not-for-profit field is preferred.
- Preferred candidates will have previous experience preparing funding proposals and/or managing individual giving campaigns.
- Knowledge of national and local performing arts funders is a strong asset.
- Familiarity with Mac platforms required; familiarity with FileMaker Pro and Excel preferred.
- Strong communication, writing and organizational skills are necessary.
- The ability to work both independently and as part of a collaborative administrative team.

About Movement Research:

Founded in 1978, Movement Research has influenced the evolution of contemporary dance languages through the programmatic work it has initiated as well as the community of artists that it serves. The organization plays a critical role by providing a supportive and fertile environment for research and experimentation. Work by national and international choreographers seen on the main-stages today has been informed by the ongoing rigorous investigations that have taken place under the aegis of Movement Research platforms over the past four decades. Building on this venerable legacy, Movement Research is dedicated to the creation and implementation of free and low-cost community programs that can bring a diverse, intergenerational community of artists and audiences together in an ongoing exploration of new dance and movement-based ideas-in-progress; encourage and inform artists' innovative work that is later produced on larger presenting organizations' stages and in non-traditional venues, here and abroad; and stimulate and disseminate dialogue and interactions within and across live and written forms, as well as the civic community, at the intersection of art and social engagement.

Movement Research annually serves over 17,000 participant interactions per year, including artists, students and audience members, through eleven different core programs, including Movement Research at the Judson Church, Open Performance, Studies Project, Movement Research Festivals, Class and Workshops, Subsidized Rehearsal Space, Artist-in-Residence program, MRX/Movement Research Exchange, Dance Makers in the Schools and Publications (the Movement Research Performance Journal and Critical Correspondence).

Movement Research is one of the world's leading laboratories for the investigation of dance and movement-based forms. Valuing the individual artist, their creative process and their vital role within society, Movement Research is dedicated to the creation and implementation of free and low-cost programs that nurture and instigate discourse and experimentation. Movement Research strives to reflect the cultural, political and economic diversity of its moving community, including artists and audiences alike.

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For more information:
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