

Monday, June 18, 2018

Development Director - José Limón Dance Foundation

Company: José Limón Dance Foundation

Location: New York, NY

Compensation: Commensurate with experience

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Background

The José Limón Dance Foundation exists to perpetuate the Limón legacy and its humanistic approach to movement and theater, and to extend the vitality of that vision into the future, through performance, creation, preservation and education. The Foundation supports two entities: the Limón Dance Company, and the Limón Institute, an educational and archival resource center.

Job Summary

The successful candidate will have played a key role in building sustainable high-performing development programs. S/he must demonstrate exceptional abilities in management, organization, communications (oral and written), event management, and other areas related to major gift fundraising. The Development Director must have exceptional interpersonal capabilities to work closely with José Limón Dance Foundation's staff in meeting and rapidly scaling fundraising goals. The ideal Development Director will be comfortable working in a fast paced, entrepreneurial organization focused on innovation, social change, and long-term impact. In addition to working closely with the Executive Director on major gift fundraising initiatives, the Development Director will help Board Members leverage their relationships and uncover new donors capable of supporting the José Limón Dance Foundation's mission-related goals.

Responsibilities

Bring creative, energetic, and strategic leadership in fundraising matters to set ambitious, but attainable goals to increase annual operating funds. Provide vision and direction to build and manage a full-scale development program, including major gifts, event sponsorship, and institutional gifts.

Collaborate with the Executive Director to create individualized cultivation and stewardship strategies, timelines, and desired outcomes related to the Foundation's current funders and top prospects to maximize the closure of short and long-term leadership gifts.

Analyze fundraising activities and benchmarks of non-profit peers to ensure the organization is on track. Establish priorities to help achieve goals for rapid growth and milestones for progress against the plan and execute in coordination with the team. Report regularly to the Executive Director about status and progress of development activities and the plan for growth.

Whenever feasible, help facilitate appropriate connections between prospective donors and Foundation leadership. Serve as a liaison to organizational contacts at foundations and agencies.

Assist the Executive Director with identifying, cultivating, soliciting, and stewarding gifts and pledges from key major gift prospects. Conduct appropriate follow-up.

Direct all fundraising functions including proposal development, donor recognition and stewardship, prospect appeals, and gift reporting.

Research potential additional institutional funding sources, and oversee the preparation and submission of proposals for appropriate funds, grants, and gifts. Maintain reporting schedule and lead coordination to be in compliance with all requirements of grantors.

Interact with colleagues throughout the organization to develop proposals and prepare and submit reports.
Monitor new RFPs and the philanthropic activities of current and potential institutional supporters to advance the organization's fundraising efforts.

Maintain the organization's grants calendar, record donor interactions in database, and ensure that internal constituents are advised of upcoming deadlines and given appropriate amounts of time to prepare materials.

Manage department budgets; generate contributed revenue reports and additional reports as required. Ensure proper gift allocation/reconciliation and track schedules of annual and multi-year gifts and pledges.

Qualifications/Requirements

Bachelor's degree required, master's degree in relevant discipline preferred.

Two or more years of experience in grant writing; quantitative skills appropriate to presenting and interpreting financial information for

proposals.

Excellent computer skills (Microsoft Word, Excel, PowerPoint) and superior fundraising database management skills.
Familiarity with NYC cultural grant makers and funding for the arts.

Tolerance for diverse viewpoints and forms of expression.

Occasional weekend or evening hours to meet deadlines or assist with organizational events.

Outstanding interpersonal and customer service skills, ability to serve as an articulate and genuine spokesperson on behalf of the José Limón Dance Foundation; ability to work both independently and as a team member in a fast-paced, entrepreneurial environment.

Positive attitude, sense of humor, strong work ethic, and high degree of professionalism.

Compensation

Compensation is commensurate with experience

How to Apply

Please email cover letter and résumé to the Executive Director at info@limon.org. Résumés without a cover letter will not be considered. Only those candidates considered for an interview will be contacted.

www.limon.org

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