

Friday, July 6, 2018

Associate Director of Donor Events & Stewardship - DF40

Company: Alvin Ailey Dance Foundation
Location: New York, NY

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DESCRIPTION/RESPONSIBILITIES:

Associate Director of Donor Events and Stewardship

Alvin Ailey Dance Foundation, one of the world's premier dance institutions, seeks an energetic, motivated, and personable team player to work with the Director of Special Events to plan and execute major fundraising and cultivation events throughout the year. Alvin Ailey Dance Foundation is a nonprofit organization comprised of the Alvin Ailey American Dance Theater, Ailey II, The Ailey School, and Ailey's Arts in Education Programs.

The organization's mission is to further the pioneering work of Alvin Ailey by establishing an extended cultural community which provides dance performances, training, and community programs for all people. As important as its artistic and educational mission, the Ailey organization plays a social role, using the beauty and humanity of the African American heritage and other cultures to inspire and unite people of all races, ages and backgrounds.

Named "Cultural Ambassador to the World," by a United States Congressional Resolution, Alvin Ailey American Dance Theater numbers 32 of the most talented dancers in the world, and its diverse repertory is unparalleled in modern dance. A typical season includes engagements in its home base of New York City: 5 weeks each winter at New York City Center and 2 weeks each spring at Lincoln Center, a 20 city United States tour and extensive international touring. Annually, nearly 500,000 people experience Ailey performances and programs.

A multifaceted organization, the Ailey family also encompasses Ailey II, a second company dedicated to the development of young artists and community outreach; The Ailey School, a world-class dance academy which provides instruction to a diverse group of students aged 3-25; and Ailey Arts in Education and Community Programs which provide young people from diverse cultural and economic backgrounds the opportunity to explore dance, build self-esteem and develop life skills.

Reporting to the Director of Donor Events and Stewardship, the Associate Director will plan and execute Ailey's gala and cultivation events. The Associate Director will work closely with the Board of Directors, the Director of Development Operations and with colleagues across the Ailey organization.

Responsibilities include, but are not limited to:

- * Oversee the logistical planning and execution of two gala events: Opening Night Gala, New York City Center, Ailey Spirit Gala, David H. Koch Theater work closely with outside event planner to monitor and execute Washington DC Gala
- * Solicit vendor proposals and manage vendor relationships
- * Manage event budgets and expense tracking, authorize invoices for payment
- * Manage communication with volunteer leadership for Ailey galas
- * Manage and coordinate the creation of event materials and supervise mailings for galas as well as full schedule of cultivation and stewardship events including: seated dinners, cocktail receptions, and rehearsal events
- * Work closely with the Development team to create exciting and interesting cultivation events
- * Supervise logistics for in-house events and VIP lounges

Skills/Qualifications

- * In depth knowledge and experience utilizing donor databases (Raiser's Edge preferred)
- * Experience working with graphic designers to create event materials (invitations, programs, web postings)
- * Ability to coordinate cultivation and stewardship events that support Ailey's overall fundraising goals and audience building strategies
- * Strong communication, interpersonal, and presentation skills
- * Excellent judgment and the ability to lead, work independently, and as a member of a team
- * Mature and highly organized, pays close attention to detail, ability to meet deadlines, and to "multi-task" in a fast-paced and goal oriented environment

- * Knowledge of dance, performing arts, and cultural organizations

- * Willingness to work flexible hours and to be available for Ailey's New York City Center and Lincoln Center seasons, work evenings and weekends

- * Knowledge of prospect research tools and best practices for non-profit organizations

Job starts ASAP

Compensation: Competitive salary. Benefits include employer-provided health/dental insurance, Flexible Spending Account, retirement plan, and savings on transit/parking.

To apply for this position, click on the apply link below and upload one file (accepted formats include .doc, .docx, .txt, or .pdf) that contains the following items:

- * Resume

- * Cover letter detailing your interest in this position and salary requirements

- * Contact information for two references

Alvin Ailey Dance Foundation is an Equal Opportunity Employer. Employment is based upon personal capabilities and qualifications without discrimination based on race, color, religion, creed, sex, sexual orientation, national origin, age, disability, marital status, veteran status, citizenship status, or any other protected characteristic as established by law.

To apply for this position, please use the following URL:

https://ars2.equest.com/?response_id=3f21191984be9ea86426ed49f53eb492

Alvin Ailey Dance Foundation
New York, NY, 10019

For more information:
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