

## FOR ARTISTS

Listings

Wednesday, December 19, 2018

### Associate Director of Individual Giving - DF51

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

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Responsibilities include, but are not limited to:

Acquire and steward individual donors including members of the Ailey Partners, Parents Annual Fund and The Ailey School Parents Steering Committee. As a front-line fundraiser, work closely with Director of Patron Engagement to cultivate and steward Ailey donors and prospects to grow the number of membership households and increase annual giving.

Create long range development plans for each Partner member up to \$6,000

Coordinate and steward the Parents Steering Committee & Parent Annual Fund Donors

Create a year-long action plan for the Parents Steering Committee

Will be the Liaison between the Parents and The Ailey School Leadership

Schedule monthly meetings and coordinate an event for The Ailey School

Manage & Coordinate Student Scholarships

Working closely with the Director of Patron Engagement to assist in developing a pipeline of prospects for the Artistic Director's Circle and major giving opportunities.

Attend most cultivation events, including most performances at NYCC and Lincoln Center

Develop, plan and prepare the development of materials for Parents Fall/Spring Appeal Letters and Reply Forms, Webpage & Emails

Develop and promote highly visible donor recognition programs.

Collaborate with the Associate Director of Development Operations to ensure the highest standards and best practices in donor record management.

Supervise Interns, Seasonal Assistant and Student Workers

#### Skills/Qualifications

Managerial level experience working with diverse fundraising campaigns such as: annual funds, membership programs and/or affiliate groups

Experience with direct mail campaigns

Excellent judgment and the ability to work independently, work as a leader as well as a member of a team

Mature and highly organized, pays close attention to detail, ability to set and meet deadlines, and to "multi-task"

Strong written and verbal communication skills

Willingness to work flexible hours to participate in coverage of Ailey performances and special events

Experience with donor databases Raiser's Edge preferred

Knowledge of Microsoft Word, Excel; proficiency with email and the Internet

#### Experience/Education

Bachelor's degree

Five plus years of experience working in a multi-faceted fundraising office with a minimum of three years in a supervisory role. Preferable candidate will have experience working on membership and annual fund campaigns. Candidates with related experience in the areas of integrated marketing and loyalty campaigns will also be considered.

Performing arts/dance background a plus

Start date: November 15, 2018

To apply for this position visit <https://www.alvinailey.org/about/job-opportunities> and click on the apply link and upload one file (accepted formats include .doc, .docx, .txt, or .pdf) that contains the following items:

Cover letter detailing your interest in this position at Alvin Ailey Dance Foundation, Inc. including salary requirements

Resume

Contact information for two references

No phone calls please.

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Alvin Ailey Dance Foundation  
New York, NY  
New York, NY, 10019  
555-555-5555  
[https://ars2.equest.com/?  
response\\_id=7e57463f006f9e1f31d4f457abc264ad](https://ars2.equest.com/?response_id=7e57463f006f9e1f31d4f457abc264ad)

For more information:  
NA  
[dontapply@viaemail.com](mailto:dontapply@viaemail.com)  
555-555-555

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