

Thursday, December 5, 2019

Development Manager

Company: A.I.M
Location: New York, NY
Compensation: competitive

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A.I.M seeks an ambitious, flexible, and creative Development Manager to steward the growth of contributed income. Founded in 2006 by choreographer Kyle Abraham, A.I.M (formerly Abraham.In.Motion) is a contemporary dance company based in New York City that makes and performs work exploring identity in relation to personal history, conducts educational and community engagement programming, and offers 52-week annual employment and healthcare to its company of dancers. Led by one of today's most sought after choreographers, A.I.M is well positioned to leverage Abraham's profile alongside the company's track record of excellent work and groundbreaking business models to continue growing its community of supporters.

Reporting to the Executive Director, the Development Manager is a full-time position that collaborates with the Executive Director on strategy and directly conducts the implementation of all annual fund-raising – including individual giving, foundation and government grants, and special events. A.I.M is in a period of significant growth. This position will play an integral role in the company's continued success and progression. Specific responsibilities of the Development Manager include:

Administrative

- Manage and update overall Development calendar, including grant deadlines, special event dates, and individual giving timelines
- Ensure that all donors are properly thanked, acknowledged, and recognized in relevant production, marketing, and promotional material
- Manage the Salesforce database, including making and recommending needed customization to improve efficacy and efficiency
- General office management of supplies and check processing

Individual Giving

- Research and lead individual donor identification, cultivation and solicitation
- Create and plan events to engage A.I.M donors connected to and separate from New York performances
- Plan and conduct fund-raising campaigns (mail, email, social media), including an annual appeal, to achieve annual giving targets without fatiguing donors
- Work with the Artistic and Executive Directors to orchestrate cultivation and solicitation of major donors

Institutional Giving

- Seek, research, and cultivate potential foundation funders
- Write grant proposals and reports and work with Finance Manager to prepare financial materials for all foundation submission opportunities
- Ensure timely submission of proposals, including advance review and approval by the Artistic and Executive Directors as appropriate

Special Events

- Manage logistics, timeline, sales initiatives, event program, and budget for the annual fund-raising gala

Plan and implement cultivation events for individual donors in NYC and where there are strategic opportunities for cultivation during A.I.M tours

Board of Directors

Prepare development reports for Board meetings

Follow up on Director pledges and gifts

In collaboration with the Executive Director, identify and coordinate cultivation of Board candidates and potential Directors

Develop a positive working relationship Board members to maximize their networks and connections in support of A.I.M's fund-raising objectives

The ideal candidate must possess knowledge in non-profit development and fundraising, and be highly motivated, organized and detail-oriented. Candidates must have excellent written and verbal communication skills and be comfortable interacting with donors and patrons at all levels. Candidates must demonstrate strategic thinking, diplomacy, and innovative approaches to problem solving. Candidates familiarity with Salesforce (or a comparable database program) is a plus. Additional experience in marketing a plus. The salary will be competitive including health insurance, paid vacation and holidays, and retirement plan with employee contributions.

A.I.M provides equal employment opportunities to all employees and applicants for employment. A.I.M prohibits discrimination and harassment based on gender, race, national origin, religion, age, sex, sexual orientation, gender identity, pregnancy, citizenship status, disability, veteran status, or marital/partnership status.

A.I.M embraces diversity in all forms and encourages applications from all qualified candidates.

To apply, please email a cover letter, resume with references, writing sample, and salary requirements to jobs@abrahaminmotion.org. No phone calls please.

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