

Monday, February 22, 2021

The Chocolate Factory Theater Seeks A Part-Time Development Manager

Company: The Chocolate Factory Theater
Location: Long Island City, NY
Compensation: \$50 per hour

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Organizational Overview: The Chocolate Factory Theater is a small nonprofit performing arts organization in Long Island City, Queens that exists to encourage and support artists in their process of inquiry. As an artist-founded, led, and focused organization we support the work of dance, theater, and interdisciplinary artists through a number of artistic and community programs. We are deeply rooted in our artistic and geographic communities and work to be responsible community members and neighbors.

Job Summary: a new position within the organization, the Development Manager (DM) will have the opportunity to build development strategies and systems as we work to expand our individual giving and foundation portfolios and launch a capital campaign. Reporting to and in partnership with the Executive Director (ED), the DM will spearhead development efforts as The Chocolate Factory Theater (CF) enters an exciting time of growth and change.

Position Type, Compensation, and Exempt Status: Part-time non-exempt hourly position (10 to 15 hours per week, \$50 per hour). Although this is currently a remote position, it may require in-person and on-site work hours as health and safety allows.

Responsibilities including but not limited to: Plan and evaluate fundraising campaigns and activities including special events | Create and execute a strategy for growing our base of annual individual donors | Secure financial support from individuals, foundations, and corporations | Develop ongoing relationships with major donors and identify and steward prospective donors | Maintain meticulous donor records through management and implementation of an existing CRM system to ensure the careful tracking, acknowledgment, and reporting of gifts in a timely fashion | Develop and track proposals and reports for all foundation and corporate fundraising | Creating solicitation materials for fundraising and stay on top of fundraising trends | Communicate with board members, staff, and volunteers | Support other development activities as needs emerge

Experience: 3-5 years of professional work experience in a frontline fundraising role for a nonprofit or arts organization | Directly interfacing with and engaging individual and institutional donors and comfort to make mid-range gift asks | Previous experience on capital fundraising campaigns and public funding from the City of New York preferred | A track record of building strong networks that lead to direct philanthropic support | Ability to prep and coach executive leadership in best practices around donor cultivation and stewardship | Demonstrated experience in donor prospect research | Demonstrated experience in database management

Qualifications: BA or equivalent experience | >Five-plus years experience in development preferably with nonprofit arts organizations | Demonstrated excellence in organizational, managerial, and communication skills

Personal Characteristics: Good communication and people skills, self-starter, and a team player. An ability to work independently and collaboratively. Excellent attention to detail, especially as it relates to handling sensitive information and tracking data.

Application Timeline and Process: Applications will be considered through March 22, 2021, with a projected start date of May 2021. To apply, submit a resume, and cover letter describing your qualifications and interest in this position (PDF format preferred) to regine@chocolatefactorytheater.org, with "DM" followed by your last name in the subject line. In the file name of your resume and cover letter, include your last name (e.g. "Shirley Chisholm Resume" "Shirley Chisholm Cover Letter"). In addition, please include a list of three references as an attachment.

We strongly encourage individuals that have not been historically represented in the arts sector to apply. The Chocolate Factory Theater is an Equal Opportunity Employer. All qualified applicants will receive consideration for employment without regard to race, religion, sex, sexual orientation, gender identity, national origin, disability, military status, or any other characteristic protected by law.

The Chocolate Factory Theater
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<https://chocolatefactorytheater.org/>

For more information:
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