

Monday, January 10, 2022

Development Manager

Company: National Dance Institute

Location: New York, NY

Compensation: Commensurate with experience. Comprehensive and competitive benefits package.

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National Dance Institute (NDI) was founded by New York City Ballet principal dancer Jacques d'Amboise in the belief that the arts have a unique power to engage children and motivate them toward excellence. Through our award-winning, multidisciplinary arts education programs, we strive to reach every child, transcending barriers of language, culture, and physical and cognitive challenges. In the process, our professional teaching artists foster in students a love of the arts and curiosity about the world, and help our young dancers learn to work together, develop personal standards of excellence, and cultivate a confidence in themselves that supports their success in school and in life. Since its founding in 1976, NDI has impacted the lives of over 2 million children.

For over four decades, National Dance Institute has been delivering its award-winning arts and learning programs to public school children throughout New York City and around the world in the belief that the arts, and dance and music in particular, have a unique power to engage children and motivate them toward excellence.

NDI is seeking a talented and motivated individual to join our Development team full-time in our state-of-the-art facility in Harlem.

An integral member of the department, the Development Manager will report to the Chief Advancement Officer and will be responsible for assisting with NDI's individual and institutional fundraising efforts, as well as with special events.

Core responsibilities include:

- * Donor Cultivation and Stewardship — Manage a portfolio of funders of under \$1,000. Processing gifts and writing/sending acknowledgement letters. This includes tracking donations given through social media, matching gifts, and third parties, such as Benevity. Identifying prospects and conducting research on potential new funders.
- * Moves Management — Identifying a set of donors giving under \$1,000 who have potential for deeper connection to NDI; Creating a process with opportunities for them to give more frequently or in greater amounts. Investigating first-time donors and creating new pathways for retention and growth in giving.
- * Managing and cultivating "affinity group" donors — Star Builders (outreach throughout the year); NDI Ambassadors Council and Alumni (including overseeing Alumni Homecoming), plus Young Ambassadors (establishing a program with key dates for events and outreach memes of the council); Parents (creation of NDI Family Team and managing the I Love NDI campaign); potentially a program for reaching Alumni Parents.
- * Year End Appeal & Giving Tuesday, and "I [Shape Description automatically generated with low confidence] NDI" fundraising campaign — Working with the Development team to set the schedule, and collaborate on text, design and photo selection; then tracking and reporting results.
- * Reports — Using Raisers' Edge to run weekly reports of all donations and YTD reports; Reconciling monthly reports between Development and Finance.
- * Interns — Managing interns in the Development department.

Qualifications:

The candidate must have Bachelor's degree, at least one-two years of experience in a professional work environment, and the desire to be part of a dynamic fundraising team whose vision is to support National Dance Institute's work in providing the highest quality arts education programs to over 6,500 New York City public school children each year. Candidate must be an exceptional writer, a quick learner, a creative thinker, a team player, detail oriented, and deadline sensitive.

To Apply

Please email resume, cover letter with salary expectations, and a writing sample, to Michele O'Mara, Chief Advancement Officer, at jobsearch@nationaldance.org. No phone calls.

National Dance Institute
217 West 147th Street
New York, NY, 10039
212-226-0083
<https://nationaldance.org/>

For more information:
Michele O'Mara
jobsearch@nationaldance.org

[< back](#)

[previous listing](#) • [next listing](#)