

Monday, March 14, 2022

## MOVE|NYC| is Hiring a Development Associate

Company: MOVE|NYC|  
Location: New York, NY  
Compensation: \$35,000 - \$45,000

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The Development Associate is an ambitious and sophisticated forward-thinker, communicator, and justice driven nonprofit fundraising professional who thrives in a high stakes environment and is driven by passion, vision, and excellence. The Development Associate provides MOVE|NYC| with a range of administrative and fundraising support, all while deepening their experience in the areas of individual giving, institutional giving, special events, board dynamics, relationship-building, data management, and research. The successful candidate understands the crucial role they play in meeting the organization's \$700K+ annual contributed income budget, while always exercising discretion and excellent judgment. The successful candidate will have at minimum 1-2 years of prior experience in a similar role, evident passion for the arts and arts education, social and racial justice, and youth development and empowerment, an alignment with MOVE|NYC|'s mission, and demonstrated commitment to nonprofit management. The successful candidate must be able to work well with all levels of employees, be flexible in nature, have sound judgment with an open and collaborative style that encourages teamwork and cooperation. The Development Associate is directly supervised by the Managing Director and regularly collaborates with the Board Development Committee. The Development Associate is a full-time, 40 hours per week, and non-exempt position with opportunities for advancement. The position primarily requires remote administration, however, please note that annual fundraising activities will take place in-person in New York City and require in-person support. As such, all employees must be fully vaccinated to execute the duties of this position.

### KEY RESPONSIBILITIES

The Development Associate is responsible for maintaining MOVE|NYC| as a creative and productive working environment and takes a meaningful and supportive role in the implementation of the organization's

annual contributed revenue strategy, raising \$700K+. Specifically:

#### INSTITUTIONAL GIVING (40% of time)

Support the Managing Director and Board Development Committee with growing our institutional funder portfolio through grant writing and organized funder and prospect management, cultivation, and stewardship

Support the Managing Director by drafting and preparing grant proposals, LOIs and interim and final reports

Support the management of all renewal processes for foundation, corporate, and government grants

Prepare all required supplementary materials for new institutional funding opportunities

Responsible for accurate, efficient record keeping, including maintenance of institutional donor files, both paper and electronic, and ensuring appropriate donor recognition

Monitor and update the institutional giving portfolio and calendar

Conduct research to source new prospects and update existing database records

Manage funder meeting calendars and other logistics, like hospitality and internal meeting briefs

#### INDIVIDUAL GIVING & STRATEGIC MARKETING (25% of time)

Work with the Managing Director to grow the individual donor base through organized donor and prospect management, cultivation, and stewardship

Responsible for accurate, efficient record keeping, including maintenance of individual donor files, both paper and electronic, and ensuring appropriate donor recognition and benefit fulfillment

Provide support for all giving campaigns, including mailings, solicitations, renewals and special appeals

Prepare digital/direct mail recipient lists and newsletters/social media content for various fundraising efforts

Conduct research on prospects and update new and existing contact records in the database

Pull lists for all donor gift solicitations and manage the gift solicitation calendar

Manage donor meeting calendars and other logistics, like hospitality and internal meeting briefs

#### SPECIAL EVENTS (20% of time)

Assist with fundraising and cultivation special events, including the annual gala in addition to supporting annual program-fundraising events

Support the management of event guest lists, logistics, pledge/expense tracking, hospitality, lookbooks, follow up, and event brief preparation

Prepare events and digital/direct mail recipient lists for various fundraising efforts

Support research, outreach, and pledge tracking for specific event revenue streams (such as auctions, raffles, and ad journals)

Manage donor site visit calendars and other logistics, like hospitality and internal meeting briefs

#### DEVELOPMENT & DATABASE OPERATIONS (15% of time)

Support the implementation of a range of Development projects related to the Board, meetings, events, communications, direct fundraising, cultivation activities, etc.

Support the preparation and implementation of cultivation, fundraising, and stewardship lists, communications, and tracking of communications within the database

Manage the database, taking full ownership of data maintenance and protocols

Uphold accurate donor recognition and contact information within the database

Attend virtual meetings with the Managing Director, Executive team, Development Committee to discuss prospects and solicitation strategy, as needed

Drafts weekly development meeting materials and implements any subsequent next steps

Maintain calendars for development activities, scheduling appointments and meetings

Create, maintain, and supply various gifts, donors, prospects, pipelines, and other reports and lists from the database to move development activities forward

Processes and enters all contributions, gift pledges, and gift payments in the database

Manages the timely gift acknowledgement process

#### OTHER

The Development Associate performs other support functions and duties as needed. MOVE[NYC] is a lean but growing organization; staff may be called upon to perform other duties essential to accomplish program goals and meet important deadlines.

#### SCHEDULE

The Development Associate is scheduled to work 40 hours per week. The position assumes responsibility on mutually agreeable working days and hours ideally starting Monday, April 25, 2022. General working hours are between 10:00 AM and 6:00 PM (EST), Monday to Friday. Occasional evening and weekend work may be required for annual activities and events.

#### QUALIFICATIONS

Experience & Abilities - The successful candidate:

Has a minimum of 1-2 years of development/fundraising experience at the assistant or associate level and the ability to be independent/minimum supervision and proactive in their role

Desires mentorship and a career in nonprofit arts administration/development (the nature of the role may not allow for artistic pursuits and best suits an arts administrator)

Demonstrates strong interests in the arts/arts education, social/racial justice, equity, and youth empowerment

Intermediate proficiency with fundraising and development for a mid-sized organization (individual, institutional/grant writing, and special events)

Be self-motivated and have experience with grant writing, fundraising events and individual gift acquisition

Have strong creative and strategic thinking and planning skills

Have a high level of personal integrity, emotional intelligence, and interpersonal skills

Exercises excellent judgment and proceed at all times with integrity and discretion

Ability to take initiative, work collaboratively as part of and in a team setting, solve problems, look at the big picture, and maintain attention to detail

Desirable But Not Required:

Experience fundraising with, for, and from BIPOC-led institutions

Personal solicitation experience

Demonstrated ability to plan and execute small donor cultivation events

Knowledge & Skills - The successful candidate:

Have strong written and verbal communication skills

Expertise in using social media (including Facebook, Instagram, or Twitter) as fundraising tools

Has advanced organizational skills with the ability to manage multiple projects, be detail-oriented, time-efficient, and capable of working in a fast-paced work environment

Demonstrates fluency and experience with G Suite and Microsoft Office (with strong Microsoft Excel proficiency) and an ability and willingness to learn or research how to use or onboard to other systems

Demonstrates experience or willingness to learn digital marketing tools such as Mailchimp and Squarespace in addition to traditional social media platforms

Desirable But Not Required:

Knowledge of NYC philanthropic arts & culture sector and working relationships

CRM database management skills

Having video editing skills (ie. imovie) is highly desirable for fundraising centric marketing

Having newsletter and social media content generation and strategic skills is highly desirable for fundraising centric marketing

Other - The successful candidate:

Must have their own computer device

All employees must provide full proof of COVID-19 vaccination status

Availability to work occasional nights and weekends

## COMPENSATION & BENEFITS

The range for this full-time salaried non-exempt position is \$35,000 - \$45,000. Exceptionally qualified candidates will be considered at levels commensurate with their experience. Full-time employees are eligible for group health insurance, vacation leave, paid sick leave, and further benefits.

## APPLICATION INSTRUCTIONS

Application Launch Date: Thursday, March 3, 2022

Application Desired Due Date: Thursday, March 31, 2022 (position will remain open until filled)

Anticipated Position Start Date: Monday, April 25, 2022

Thank you for your interest in working at MOVE|NYC|. Interested candidates should apply by sending an email to Managing Director Niya Nicholson at [employment.movenyc@gmail.com](mailto:employment.movenyc@gmail.com) with your Last Name, First Name: Development Associate in the subject line. Please submit a resume that reflects position experience and a substantial 1-2 page cover letter that includes your personal statement and details your interest in the position and career goals, supporting experience, and contact information for two professional references in a single PDF. Successful applicants will be contacted for two rounds of virtual interviews. No phone calls or solicitations please. We encourage residents of New York City to apply. Incomplete submissions will not be considered, nor will submissions sent via postal mail, fax, or phone.

## ABOUT MOVE|NYC|

Founded in 2015, MOVE|NYC| Foundation Inc. is a leading-edge arts and social justice organization whose mission is to cultivate greater diversity and equity within the dance profession and beyond. MOVE|NYC|'s core program is the tuition-free, year-round, and New York City based Young Professionals Program that is dedicated to nurturing young people's creativity and potential, removing any economic or financial barriers that may exist to accessing the caliber of training and mentorship needed for the profession. Please learn more about our mission, program offerings, and other activities by visiting this link: <https://www.movenyc.nyc/purpose>.

MOVE|NYC| Foundation Inc. 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. This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation, and training.

We strongly encourage individuals that identify as BIPOC to apply.

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MOVE|NYC|  
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For more information:  
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