

Friday, September 2, 2022

## Hiring NOW: Development Associate for Dancers Unlimited

Company: Dancers Unlimited

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Dancers Unlimited is seeking a temporary Development Associate to join our Development Team. The associate will work on projects that help cultivate individual donor relationships, manage and grow our new membership program, and support fundraising campaigns. You would be working under the direction of board members and our Director.

Although we are small (currently under 100K operating budget), we are expanding rapidly and are connected to all aspects of nonprofit management in NYC, Hawai'i and virtually. The right candidate will gain experience in and familiarity with areas such as fundraising, philanthropy, creative advocacy, and the day-to-day operations of a nonprofit organization that creates community-centered programs.

This is a part-time, paid, contract job, in which you will be asked to assist with prospect research, data entry, and donor communications. A good portion of these tasks can be done virtually. This is a remote position with one or two in-person events in Hawai'i.

Responsibilities include, but are not limited to, the following:

- Assist with entering data into BetterWorld, Dancers Unlimited's donor database
- Conduct research on potential donors and foundations
- Update and manage grants calendar
- Draft correspondence, copy edit appeals and proofread grant applications
- Steward donors through strong and responsive communication
- Assist the development staff in planning events and other activities
- Maintain donor and department files, including development materials
- Assist with mailings, filing, and special fundraising projects, as needed

### Qualifications

- 2 years of experience required in nonprofit fundraising
- Grant-writing and donor campaign management experience required
- Interest in fundraising for the nonprofit sector
- Knowledge of Google suite and Canva
- Ideally familiarity with and/or experience with Squarespace
- Ability to multitask and prioritize multiple projects and requests
- Clear written and oral communication abilities
- Strong interpersonal skills and attention to detail

### Hours, Start Date and Duration

The part-time position is mostly virtual. The associate must be available for a team meeting on Mondays 11am-noon EST. A firm commitment of 15 to 20 hours per week is required. The position will start in mid-September, 2022 for a minimum of 3 months.

To apply, please email your Resume, Cover Letter, and 2 References to [Community@dunyc-hi.com](mailto:Community@dunyc-hi.com) with the Subject Line stating which position you are applying for. Mahalo!

We're an equal opportunity employer. All applicants will be considered for employment without attention to race, color, religion, sex, sexual orientation, gender identity, national origin, veteran, or disability status.

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Dancers Unlimited  
[dunyc-hi.com](http://dunyc-hi.com)

For more information:  
Linda Kuo / Executive Director  
[community@dunyc-hi.com](mailto:community@dunyc-hi.com)

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