

Monday, November 21, 2022

## Development Associate

Company: A.I.M by Kyle Abraham  
Location: New York, NY  
Compensation: \$43,000 - \$48,000

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Photo by Carrie Schneider

Location: New York, NY / remote with weekly in-office work

Reports to: Director of Development

Status: Full-time, Non-exempt

Salary: \$43,000-\$48,000, commensurate with experience

Application Deadline: Open until filled; applications received by December 11 will be prioritized

Ideal Start Date: January 2022

### ABOUT THE OPPORTUNITY

A.I.M by Kyle Abraham seeks an ambitious, flexible, and creative Development Associate (DA) to support all aspects of its annual fundraising efforts, including individual giving, foundation and government grants, and special events. As the company is in a significant period of exciting growth, this position will play an integral role in A.I.M's continued success and progression. The DA reports to the Director of Development (DoD), and manages the Development Intern.

### ABOUT A.I.M by KYLE ABRAHAM

Contemporary dance company A.I.M by Kyle Abraham, considered "one of the most consistently excellent troupes working today" (The New York Times), provides multifaceted performances, educational programming, and community-based workshops across the globe. Led by acclaimed Choreographer and Artistic Director Kyle Abraham's innovative vision, the work of A.I.M is galvanized by Black culture and history, and grounded in a conglomeration of unique perspectives; described by Abraham as a "post-modern gumbo" of movement exploration.

A.I.M is one of the most active touring dance companies in the United States, with an audience base as diverse as A.I.M's movement vocabulary, drawing inspiration from a multitude of sources and dance styles. Since A.I.M's founding in 2006, Abraham has created more than 15 original works for and with the company. To expand its repertoire and offer a breadth of dance work to audiences, A.I.M commissions new works and performs existing works by outside choreographers, such as Trisha Brown, Bebe Miller, Andrea Miller, and current A.I.M dancer Keerati Jinakunwiphat.

Kyle Abraham's unique vision and illumination of poignant and relevant issues set him apart from his generation of choreographers as a leading creative force in dance. A.I.M extends this vision and amplifies surrounding artistic voices to share movement and community-based work with audiences around the world.

For more information and our core values, please visit [aimbykyleabraham.org](http://aimbykyleabraham.org).

### DEVELOPMENT ASSOCIATE

#### AREAS OF ACCOUNTABILITY & KEY RESPONSIBILITIES

##### Administrative

Manage and update overall Development calendar, including grant deadlines, special event dates, and individual giving timelines

Oversee Development database (Network for Good), including inputting donations, generating donor acknowledgements, updating addresses and records, and recommending areas for innovation and improvement

Oversee donor crediting and listings for both individual and institutional supporters

Organize all Development mailings, including ordering mailing supplies, pulling mailing lists, and sending out letters

General office administration, including processing checks, receiving mail, and maintaining office mailboxes, and other responsibilities as assigned

Oversee A.I.M's intern program, including recruitment, screening, and interviewing

Supervise Development Intern

#### Individual Giving

Steward and cultivate relationships with individual donors giving less than \$1,000

Maintain individual giving budget

Track pledges and outstanding gifts in the development database

Generate and send all donor acknowledgement letters

Conduct ticketing outreach to local donors ahead of each tour engagement

Manage logistics for the end of year appeal mailing

Support DoD with the creation and design of decks, one-pagers, and proposals

#### Institutional Giving

Support DoD on all grant deadlines, including prepping applications, gathering supplemental materials, and ensuring timely submission

Research new opportunities for institutional support

Track audience and participation numbers for grant reporting

Track gifts applicable for matching grant programs

#### Special Events

Coordinate the company's ticket allotments for NYC seasons, including overseeing all ticket comps, seating guests, and facilitating ticket purchases with venues

Keep calendar of external galas and events

Support DoD in all matters of the annual fundraising gala, taking lead on the silent auction

Support DoD in the planning and implementation of donor cultivation events, including pre-show gatherings and open rehearsals

Support DoD with the creation and design of sponsorship materials

#### Board of Directors

Support DoD with the creation of agendas and materials for Board committee meetings

Attend meetings and serve as secretary for the Board's Cultivation and Development Committees

Update and maintain Board materials, including the Board book, annual compliance forms, and the annual Board self assessment

Update letterhead with new Board members

#### IDEAL QUALIFICATIONS AND EXPERIENCE

1-3 years experience in an arts administration or other administrative office environment; non-profit dance experience a plus

Experience with donor databases preferred

Design experience with the Adobe Creative Suite preferred

A demonstrated commitment to the values of antiracism, equity, and inclusion

Willingness to work occasional evening and weekend events (compensated with overtime pay when applicable)

Must be fully vaccinated for COVID-19 (booster included, when eligible) or willing to receive vaccination for COVID-19

#### YOU'LL BE SUCCESSFUL IF YOU

Have a passion for dance and the work of A.I.M and/or Kyle Abraham

Are excited about supporting art and artists through fundraising

Possess a keen attention to detail and organization

Have strong written and oral communication skills

Hold the ability to prioritize and manage multiple tasks at once

Are a creative problem solver with a mind for systems

We understand that it is not likely you will meet every qualification. We welcome applicants with varied backgrounds and different applications of skills. If you believe you can excel in this role, we encourage you to apply!

#### COMPENSATION AND BENEFITS

The salary range for this position is \$43,000-48,000 commensurate with experience. A.I.M offers a comprehensive benefits package including:

Medical, dental, and vision insurance

Paid time off and paid sick leave; comp and flex days

Matching retirement plan

Access to A.I.M performances

Access to events and performances of partner organizations (when available)

Discounted company merchandise

Opportunities for professional development support

#### EQUAL OPPORTUNITY EMPLOYMENT

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 values a diverse workplace and strongly encourages applications from all qualified candidates.

#### HOW TO APPLY

To apply, please complete [this form](#). You should be prepared to provide a resume, cover letter, and at least three references. Applications received by December 11, 2022 will receive priority.

All applications and expressed interest in this position will be handled confidentially and references will not be contacted without the candidate's permission.

Although we appreciate your interest, only candidates selected for an interview will be contacted. No phone calls, please.

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[< back](#)

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