

Monday, May 20, 2024

## Development Associate

Company: Cumbe Center for African and Diaspora Dance  
Location: Brooklyn, NY  
Compensation: \$22 - \$25

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### MISSION

Cumbe is a home for African and Diaspora dance and music. Through classes and cultural programs, we invite everyone to immerse themselves in the joy and vitality of rhythms from Africa, the Caribbean and the Americas. Cumbe champions African and Diaspora culture as a vibrant legacy for people of African descent and as an exuberant source of power, spirit, and knowledge for all.

### THE OPPORTUNITY

Are you inspired to build a community where folks dance, drum, learn, laugh, recharge, and support each other through the joy and power of African and Diaspora dance and music?

Are you driven to build support for African Diasporic culture from a broad range of individuals, foundations, elected officials, and more?

Are you energized to serve as a Cumbe ambassador, compellingly telling Cumbe's stories through proposals, newsletters, individual donor appeals, and more?

If so, we invite you to keep reading and think about the untapped opportunities for you to enhance and nourish the lives of others.

### OVERVIEW

The Development Associate will work closely with the Executive Director and will be responsible for written communications for individual donors and institutional funders, including grant proposals, individual donor appeals and sponsorship decks; conducting prospect research and managing institutional and individual giving trackers and plans.

### RESPONSIBILITIES

#### Prospect Research, Outreach, & Cultivation

- ? Conduct ongoing research on potential funders (foundations, corporations, government agencies, individuals).
- ? Reach out to prospects via email and phone to determine current funding strategies, opportunities to submit/deadlines, requirements, status of requests, etc.
- ? Create briefings/memos to prepare for cultivation calls and meetings
- ? Work with executive director and staff to identify Cumbe's annual funding priorities.
- ? Create an organizational case statement to serve as a template for proposals.
- ? Work with executive director to develop annual communications plans for institutional and individual funders.
- ? Prepare proposals for foundation, government, and corporate audiences.
- ? Write newsletters, appeal letters and other funder communications.

#### Management of Institutional and Individual Giving

- ? Ongoing management of institutional and individual trackers.
- ? Remain informed on ongoing program activities, evaluation protocols, and new initiatives by attending programming and meeting with the executive director and program staff.
- ? Liaise with executive director and/or Cumbe staff to ensure that components of each grant application are completed in a timely manner.

#### Qualifications:

- ? Exceptional verbal and written communication skills.
- ? Strong project management and organizational skills.
- ? Experience writing grant proposals and crafting communications to individual donors a plus.
- ? Knowledge of African and Diaspora dance and culture.
- ? Experience with Google Docs and Sheets.
- ? Creativity, enthusiasm, and a sense of humor.
- ? Experience working collaboratively and in a busy, creative environment.

#### Location:

Cumbe is located at Restoration Plaza in Bedford-Stuyvesant, Brooklyn. The Development Associate has the latitude to determine their mix of remote and in-person hours. Staff meetings may be in person. Regular visits to all programs are essential to understanding and writing about Cumbe's work.

#### Compensation:

\$22 - \$25 per hour depending on experience. This position requires 20 hours weekly. Perks include paid time off, flexible schedule, discounted classes, and access to arts events and partners.

Start date: June 2024 or as soon as possible.

To apply: please send a cover letter and resume to [jobs@cumbedance.org](mailto:jobs@cumbedance.org), with "DevelopmentAssociate" in the subject line.

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