

Monday, July 29, 2024

Development Manager

Company: Accent Dance NYC

Location: New York, NY

Compensation: \$50,000-\$60,000 per annum

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POSITION SUMMARY:

Accent Dance NYC is entering a period of new growth with significantly expanded outreach and programming as we transition from private to public charity status. We are looking for a Development Manager with fundraising experience to work alongside our Executive Director, Development Committee, and Grants Manager to assist in the formulation and execution of our development strategy, revenue diversification plans, and efforts to cultivate new and existing relationships with individual donors as well as private and public entities. The ideal candidate should have experience in the arts and nonprofit fundraising and a passion for making a positive impact in our New York metropolitan community.

DEVELOPMENT MANAGER RESPONSIBILITIES:

- Assist in the development and execution of a comprehensive strategy and fundraising plan in collaboration with our Founder/Executive Director, Development Committee, Grants Manager, and Communications Team to increase revenue and achieve our financial goals
- Assist in the identification, cultivation, and maintenance of relationships with individual donors as well as private and public entities to secure gifts, grants, and sponsorships
- Regularly connect with prospects, building relationships to grow donor portfolio
- Assist in the development and oversight of individual giving strategy and the processes necessary for success
- Serve as a fundraiser and organizational relationship-builder, cultivating new donor relationships and identifying new sources of contributed revenue
- Increase our contributed revenue
- Partner with the Communications Team to coordinate development communication efforts
- Assist in the oversight of fundraising events, including our annual Gala, in consultation with the Executive Director, Accent Dance Board, Grants Manager, and senior staff
- Strategize around, prepare solicitations for, and mobilize Gala honorees, co-chairs, committees, and sponsors to activate Gala fundraising
- Maximize and identify existing opportunities (planned rehearsals, residencies, performances, etc.) for cultivation of new contributors
- Serve as an internal advocate of the development program, successfully communicating and activating development priorities and activities throughout Accent Dance
- Stay up to date with best practices in non-profit fundraising, including emerging trends, regulations, and compliance requirements
- Attend board meetings, as requested, and provide comprehensive updates on development activities, including presentations, reports, and tracking documents

REQUIREMENTS

- Fundraising experience, preferably in the performing arts, with an interest in/track record of securing donations, sponsorships, and other sources of public and private (e.g. corporate/foundations) financial support
- Bachelor's degree, preferably in a relevant field, such as nonprofit management, business or arts administration, or marketing
- Commitment to diversity, equity and inclusion in the workplace and sector
- Passion for cultivating relationships and expanding and diversifying contributed income
- Excellent written and verbal communication skills
- Proficient/ interest in fundraising software and tools, such as donor databases, online giving platforms, and email marketing systems
- Passion for our organization's mission
- Demonstrated ability to work collaboratively

COMPENSATION

The general salary range for this full-time position is \$50,000-\$60,000 per annum.

Vacation policy: 2 weeks annually (first year of employment; 3 weeks annually (years 2, 3, 4); and 4 weeks annually (starting in year 5).

APPLICATION INSTRUCTIONS

To be considered, please submit your application to: Andrea Ziegelman, Executive Director, at andrea@accent.dance with "Development Manager" in the subject line.

Your application should include a resume and a substantive cover letter that describes your interest in, and qualifications for, this position. References upon request. Please submit your application electronically as one PDF document.

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For more information:
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