

Tuesday, November 26, 2024

## Development Coordinator

Company: Camille A. Brown & Dancers  
Location: Jamaica, NY  
Compensation: \$26,000

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Position: DEVELOPMENT COORDINATOR

### Background

Founded by prolific choreographer and Artistic Director Camille A. Brown, and incorporated as a nonprofit in 2017, Camille A. Brown & Dancers (CABD) is a Bessie award-winning, NYC-based performing arts organization. Committed to implementing and advancing Camille A. Brown's artistic vision, CABD creates and presents performances, offers dance engagement activities through its Every Body Move program, and investigates historical and contemporary cultural, personal, and social justice issues through the art of dance theater and other performing art mediums. Its mission is to provide a multi-faceted platform for sharing and building an understanding of and appreciation for the African American experience by fostering interaction and dialogue among diverse communities within its NYC hometown, across the country, and globally.

### Summary

The Development Coordinator works under the supervision of the Development Officer (DO) to support development operations. As a member of the Development team, they will support the DO in achieving annual fiscal goals and help grow the organization's fundraising profile. This position provides an excellent opportunity to advance your skills in grant writing and development administration while cultivating an understanding of the nuances of nonprofit arts fundraising.

### Responsibilities:

Maintain grants management calendar;  
Support DO with grant proposals and reports, including preliminary drafts and compiling supporting documents;  
Work with DO to conduct prospect research on individuals and institutional funding opportunities;  
Deliver funder logos and crediting information to Social Media Manager and Company Manager as needed;  
Utilize our CRM, DonorPerfect, to process donations and donor acknowledgements; maintain and update donor records; and generate exports/analytical reports for review;  
General development communications as needed such as sending invitations via Gmail for cultivation events, season programming, annual appeals, etc;  
Coordinate, attend, and draft minutes for meetings, including weekly development check-ins, event planning committees, and funder touchpoints;  
Assist with special event planning;  
General administrative tasks as needed.

### Skills and Qualifications

Bachelor's degree or 1-2 years experience in an area related to arts administration;  
Grant writing and experience with CRM platforms preferred but not required;  
Demonstrated experience and skill in:  
Managing multiple projects  
Oral and written communications  
G Suite/Google-for-Work/Zoom;  
Strong time management, organizational, and creative problem-solving skills;  
Excellent verbal and written communication skills;  
Attention to detail;  
Excellent team player, with a collaborative mindset; delivering value to the team and the organization;  
Positive; calm under pressure;  
Background in the arts preferred;  
Passionate about the CABD mission.

#### Logistics and Compensation

This is a part-time (20 hours per week) position without benefits;

Position is non-exempt \$25.00/hr (\$26,000 annually).

Work hours are generally Monday-Friday, but flexibility is required to accommodate occasional evening work.

Work is 100% remote but participation in staff quarterly meetings and occasional performances may be required.

#### Application Instructions

To be considered, please submit your application electronically as one (1) PDF document to [CABDJobs@camilleabrown.org](mailto:CABDJobs@camilleabrown.org) with "Development Coordinator" in the subject line. This position will remain open until filled.

Applications will be reviewed in the order received and should include: a resume, a cover letter highlighting your interest and qualifications, a 2-page writing sample, and three (3) references.

All applications will be treated as confidential, and references will not be contacted without the candidate's advance knowledge and agreement. Incomplete submissions will not be considered nor will submissions that are sent via postal mail, fax, or phone.

*CABD, INC. is an Equal Opportunity Employer and does not discriminate on the basis of race, color, national origin, ethnic origin, citizenship status, disability, age, religion, sex, sexual orientation, gender identity or expression, the status of being transgender, marital status, veteran status, or any other characteristic protected by law. CABD, INC. is further committed to providing reasonable accommodations for those with disabilities. If accommodations are desired or needed throughout the application and/or hiring process, please contact [info@camilleabrown.org](mailto:info@camilleabrown.org).*

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Camille A. Brown & Dancers  
Jamaica, NY  
[www.camilleabrown.org](http://www.camilleabrown.org)

For more information:  
Catherine Williams  
[CABDJobs@camilleabrown.org](mailto:CABDJobs@camilleabrown.org)

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