

Monday, September 15, 2025

Development Manager with Calpulli Mexican Dance Co. 30 hrs/ wk

Company: Calpulli Mexican Dance Company (aka Calpulli Danza Mexicana)

Location: Flushing, NY

Compensation: \$47K to \$51K annually at \$30 to \$33 per hour

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Calpulli Mexican Dance Company seeks support for its fundraising efforts with a part time Development Manager role. Read the job description [here](#) and below.

Job Title: Development Manager

Job Purpose:

To manage and execute the strategy for contributed revenue for Calpulli Mexican Dance Company, Inc.

Reports to: Executive Director

ORGANIZATIONAL OVERVIEW & MISSION

The Calpulli Mexican Dance Company (hereafter Calpulli or organization) is a premiere arts organization based in New York City that tours domestically and internationally with a message of honoring and celebrating Mexican people and our stories. Calpulli was founded in 2003 with the mission of celebrating the Mexican community through dance including live music. To this end, the organization produces performances via its international touring company, designs arts-in-education experiences for all ages, and leads community outreach activities in the northeastern USA.

POSITION SUMMARY

The Development Manager is responsible for managing and executing the organization's fundraising activities, with a focus on grant management, individual giving, and sponsorships. This role includes overseeing the full grant cycle—from identifying opportunities to proposal development to reporting—while also stewarding relationships with individual donors and sponsors. The Development Manager will also coordinate with external vendors as needed for grant writing or fundraising support. The role requires strong organizational and project management skills to ensure deadlines are met, fundraising commitments are fulfilled, and progress is tracked proactively. This position will work closely with the Executive Director to ensure Calpulli's fundraising strategies are successfully implemented and aligned with organizational goals.

The work of the Development Manager will tie closely to the organization's strategic plan. The location of the role is remote and hybrid.

DUTIES, VALUES, AND RESPONSIBILITIES

Grant Management

- Manage the entire grant cycle for institutional and government funders, including identifying opportunities, writing and submitting proposals, preparing reports, and ensuring compliance.
- Maintain accurate records of deadlines, deliverables, and reporting requirements.
- Work with staff members, vendors and consultants as needed for grant writing or reporting.
- Track progress toward funding goals and share updates with leadership.
- Manage and facilitate communication with foundation and government entities to facilitate relationships and build long term partnerships.
- Proactively identify grant opportunities to pursue for discussion with the Executive Director

Individual Giving & Sponsorships

- Manage relationships with individual donors and sponsors, ensuring consistent communication and stewardship.

- Assist with the preparation of reports and resources for the organization's Board of Directors
- Coordinate donor cultivation activities and recognition programs including timely donation acknowledgement letters.
- Support fundraising events and campaigns that engage and retain individual supporters.
- Assist in identifying and cultivating potential new sponsors and donors.

Planning & Coordination

- Maintain and manage a comprehensive fundraising calendar with all deadlines and deliverables.
- Proactively plan for proposal submissions, donor outreach, and reporting requirements.
- Collaborate with the Executive Director and Board committees to support fundraising activities.
- Monitor progress against annual fundraising goals and recommend adjustments as needed.
- Proactively support the Development Committee of the Board of Directors working closely with the Committee Chair and Executive Director to issue meeting materials and set logistics.

Administrative & Communication Support

- Ensure timely data entry and maintenance of fundraising information in CRM tools or databases.
- Support the preparation of fundraising-related content for newsletters, social media, and reports.
- Assist with donor acknowledgments, campaign updates, and event materials.
- Manage the budget and propose goals related to fundraising initiatives providing inputs into the annual operating budget
- Work closely with staff members across all areas of the organization to ensure that information needed for fundraising purposes is communicated in a timely manner inter-departmentally.

Contribute fundraising perspective to an integrated marketing and communications strategy

- Collaborate with staff to develop fundraising content for newsletters, social media, press releases, and annual reports, ensuring alignment with the organization's mission and values.

Engagement with the Board of Directors:

Support the Executive Director in growing the giving capacity of the Board of Directors

Support onboarding, training, and ongoing support to ensure effective board engagement and participation in fundraising efforts.

QUALIFICATIONS

Minimum 3–5 years of experience in nonprofit fundraising, development, or grant management.

Strong writing and editing skills with proven experience drafting successful grant proposals and reports.

Excellent organizational and time management skills with the ability to meet deadlines and manage multiple projects.

Strong interpersonal skills and ability to manage donor and sponsor relationships.

Proficiency with fundraising databases, CRM systems, and Microsoft Office/Google Workspace. Experience with Little Green Light (LGL) is preferred but not required.

Knowledge of or passion for Mexican culture, folk arts, or cultural heritage preferred.

- Excellent organizational and project management skills, with the ability to manage multiple priorities, capture data, and meet deadlines.

Preferred Skills:

- Bilingual (Spanish/English).
- Familiarity with government grant processes and compliance requirements.
- Experience coordinating with consultants or vendors on development activities.

COMPENSATION

\$47K-\$51K annually or \$30-\$33 per hour. Within the total compensation, employee may choose to allot to health and other benefits. The role is planned to begin at 30 hours per week but may accommodate additional hours per project. Initially, the role will report hourly and then, upon agreement with the Executive Director, may change into salary.

TO APPLY

Interested individuals please email your cover letter, resume, and/ or curriculum vitae to Executive Director, Juan Castaño at info@calpullidance.org with the subject line "Development Manager." Individuals proceeding to the interview process will be requested to provide references.

NONDISCRIMINATION POLICY

It is the policy of Calpulli Mexican Dance Company, Inc. to provide equal employment opportunities in compensation and other terms and conditions of employment without discrimination based on age, race, creed, color, national origin, gender, sexual orientation, disability, marital status, veteran status, genetic predisposition, or carrier status.

Calpulli Mexican Dance Company, Inc. is committed to assuring equal employment opportunity and equal access to services, programs and activities for individuals with disabilities. It is the policy of the Calpulli Mexican Dance Company, Inc. to provide reasonable accommodation to a qualified individual with a disability to enable such individual to perform the essential functions of the position for which he/she is applying or in which he/she is employed. The policy applies to all employment and independent contractor practices and actions. It includes, but is not limited to, recruitment, job application process, examination and testing, hiring, training, disciplinary actions, rate of pay or other compensation, advancement, classification, transfer, and promotions.

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