



POSITION: Development Assistant

REPORTS TO: Managing Director (MD)

HOURS: Full-time 40 hours/week onsite at Dancewave office; must be available on select evenings and weekends for fundraising and cultivation events and performances

START DATE: Immediately

ORGANIZATIONAL BACKGROUND: Dancewave is a dance education non-profit organization located in Park Slope/Downtown Brooklyn. Dancewave provides all NYC youth access to a supportive dance experience that embraces and encourages individuality and equips students with the life skills to unlock their full potential as people and community members. Dancewave reaches over 5,000 youth per year through School at Dancewave classes, pre-professional companies and ensembles, D-Wave in Motion arts-in-education programming, and city-wide outreach events.

JOB DESCRIPTION: Dancewave seeks a highly organized, and passionate individual to take on the role of Development Assistant. The Development Assistant will work alongside Dancewave's Executive Director and Managing Director on the organization's individual, institutional, and Board related fundraising activities. The Development Assistant will implement fundraising strategy for Dancewave's annual fund and other fundraising campaigns. This position is an incredible opportunity for an ambitious, skilled development professional to further their expertise with a rapidly expanding cultural and educational organization.

RESPONSIBILITIES:

Strategic Planning & Partnerships

- Collaborate with ED and MD to develop and implement annual fundraising strategy.
- Schedule meetings with potential community partners and funders, accompany ED and MD as needed.
- Prepare development updates for internal review and board meetings

Institutional Giving

- Maintain government and foundation grants calendar: file contracts/grant agreements, send acknowledgments, track and meet all deadlines.
- Assist with grant applications and reports.

Individual & Corporate Donors

- Develop and execute Annual Fund appeal direct mail campaign in conjunction with Marketing team.
- Work with ED and MD to identify prospective individual donors and schedule meetings.
- Solicit corporate sponsorships in support of Dancewave's performances and annual gala.

Database Management

- Accurately track all donations (institutional, individual, corporate, capital) in Salesforce.
- Generate and mail acknowledgement letters in a timely manner.

Fundraising Events

- Provide support in the planning and execution of annual fundraising and cultivation events, including the Dancewave Gala in collaboration with Special Events Coordinator.

Capital Campaign

- Manage existing capital campaign pledges and funds.
- Draft emails/talking points/track donor pipeline for Capital Campaign prospects.
- Assist with planning cultivation and donor events.

KNOWLEDGE, SKILLS AND ABILITIES:

Required

- Bachelor's degree in arts administration, arts, business, or nonprofit management, or equivalent experience.
- Prior experience in nonprofit fundraising.
- Experience working with a donor database; Salesforce experience a plus.
- Superb written and verbal communication skills.
- Excellent time management skills and ability to multi-task, prioritize, and manage competing demands in order to meet deadlines.
- Excellent interpersonal and networking skills.
- Passion for Dancewave's mission and commitment to serving youth.
- Proficiency with Microsoft Office and Google G Suite.
- Knowledge of Constant Contact.
- Familiarity with dance and dance education.

TO APPLY:

Please send a resume, cover letter, and three references to jobs@dancewave.org with subject line Development Assistant. NO PHONE CALLS.