



Dancewave seeks a Development Manager to help manage the individual, institutional, capital campaign and Board related fundraising activities and events for this 22-year-old dance education nonprofit organization located in Park Slope/Downtown Brooklyn. The Development Manager must be highly organized, with superb written, organizational and verbal communication skills, and a strong passion for Dancewave's mission. This position is an incredible opportunity for an ambitious, nonprofit professional to develop new skills and contribute to the growth of an innovative, rapidly expanding cultural and educational organization. The Development Manager works closely and directly with Dancewave's Executive/Artistic Director and Managing Director to plan and implement all facets of the development plan and the capital campaign. This position offers the opportunity for professional growth within the organization.

RESPONSIBILITIES:

Strategic Planning & Board Development

- Collaborate with E.D and M.D. to develop and implement the annual fundraising strategy
- Schedule (and accompany as needed) E.D. and M.D. to meetings with potential community partners and funders
- Assist E.D. and Board Chair in scheduling and preparation of development updates for quarterly board meetings and fundraising committee meetings
- Prepare regular fundraising reports for E.D. and Board
- Assist E.D., M.D. and Board in launching a capital campaign

Government Contracts

- Maintain government contracts calendar and meet all deadlines
- Write and submit all government grant applications and final grant reports
- Track D-Wave in Motion (Arts in Education) contracts with D-Wave Coordinator
- Manage current government grants (tracking deadlines, receipts, and filing)
- Liaise with local elected officials regarding current and prospective government funding
- Input contracts in Salesforce and send out acknowledgement letters
- Research and track new government funding opportunities

Foundations

- Maintain grants calendar for foundations and meet all deadlines
- Write and submit grant applications and grant reports
- Manage current foundation grants
- Create grant submission timeline for review by E.D.
- Manage relationships with foundation officials
- Input grants in Salesforce and send out acknowledgement letters
- Research and track new foundation funding opportunities

Individual & Business Donors

- Manage annual appeal campaign (writing, design, mailing)
- Work with ED and MD to identify prospective individual donors and schedule meetings
- Track incoming donations in Salesforce and send out acknowledgement letters
- Solicit support from businesses for Dancewave's season program and annual gala

Fundraising Events

- Help plan, manage and attend all annual fundraising and cultivation events, including Annual Spring Gala in collaboration with Gala Committee (Board and donors) and Special Events Coordinator (Staff)



Capital Campaign

- Help manage existing capital campaign funds
- Coordinate project specifics with Dept. of Cultural Affairs, Dept. of Design and Construction and potential new landlords
- Act as organization point-person with Special Projects Consultant for the Capital Campaign
- Attend and take notes at all Capital Campaign planning and fundraising meetings
- Draft emails/talking points/track donor pipeline for Capital Campaign prospects
- Assist with planning and managing cultivation and donor events

KNOWLEDGE, SKILLS AND ABILITIES

Required

- Bachelors degree required in the arts, arts administration, business, or nonprofit management
- Minimum of three to five years of previous full-time employment in nonprofit fundraising
- Grant writing experience and familiarity with funder research resources
- Superb written and verbal communication skills
- Excellent time management skills and ability to meet deadlines
- Ability to multi-task, prioritize and manage competing demands
- Excellent interpersonal and networking skills; positive and professional demeanor
- Passion for Dancewave's mission and commitment to serving youth
- Fluency in Microsoft Office Suite (Word, Excel, Power Point)
- Ability to learn computer programs, donor management, and prospecting software quickly
- Ability to speak about dance and dance education

Preferred

- Masters degree in the arts, arts administration, business, or nonprofit management
- Demonstrated ability to build creative and mutually beneficial partnerships within the nonprofit, public and corporate sectors
- Familiarity with NYC and NYS government contracts
- Experience with Salesforce, i-wave, database design or theory
- Conversational Spanish fluency, a plus

WORKING ENVIRONMENT

This position reports to the Executive/Artistic Director (E.D.) and Managing Director (M.D.) Dancewave is a small office with 8 staff members. Professional attire required daily due to regular interaction with parents, prospects, donors and Board members. Interaction with children of all ages, parents and teachers are part of daily work life.

ADDITIONAL INFORMATION

This is a full-time position; 40 hours/week onsite at Dancewave's offices; must be available on select weekends and evenings.

Please send a cover letter detailing qualifications, resume and writing sample via email to jobs@dancewave.org. Please write "Development Manager" in the subject heading. We will contact those applicants who we wish to interview.

Applications will be reviewed on a rolling basis, so applicants are encouraged to apply as soon as possible. Please do not contact us by phone.