



Dancewave seeks Development Manager

Dancewave seeks a growth-minded, motivated individual to manage the organization's individual and corporate giving programs. This is a full time, 40 hours per week non-exempt salaried position with a flexible work arrangement. The Development Manager works closely with the Executive Director and Director of Fundraising.

About Dancewave

Dancewave provides access to supportive and empowering dance experiences that center social, emotional and cognitive development through movement. Developing programs to meet community needs, we use dance as a vehicle for transformation, expression, active citizenship and self-reflection. Dancewave creates quality dance education with a focus on transformation and empowerment. We teach participatory learning, decision-making, empathy and self expression; helping participants to understand themselves in relationship to other people and larger systems, and to become more active members of their community. For more information on our vision, values and portfolio of services, please visit www.dancewave.org.

Position Summary & Responsibilities

Dancewave's Development Manager is responsible for the growth and development of the organization's individual and corporate giving programs. Working closely with the Director of Fundraising and the Executive Director, the Development Manager will plan the organization's biannual fundraising campaigns, cultivate and maintain donor and stakeholder relationships, devise corporate giving strategies, secure sponsorships, schedule cultivation and donor retention events and assist with the organization's key public events.

Start Date: Monday, August 23, 2021

Location: Remote + Dancewave, 182 Fourth Ave Brooklyn

Responsibilities include:

Individual & Corporate Donor Cultivation & Management

- Support YoY growth of individual giving, corporate giving and sponsorship programs
- In collaboration with the Executive Director, develop and execute individual, corporate giving and sponsorship cultivation strategies
- Cultivate and maintain relationships with donors and stakeholders
- Maintain roster of individual and corporate donors, including communication plans and segmentation
- Track and update contact and account information for individual and corporate donors in internal database and Salesforce
- Create, send, and track donor acknowledgements

Dancewave · 182 Fourth Avenue, Brooklyn, NY 11217
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Founded in 1995 by Diane Jacobowitz



Administration & Advocacy

- Maintain donor databases, including regular upkeep & data hygiene
- Coordinate staff-wide impact and program metrics collection on a monthly basis
- Utilize donor search software to update existing donor information and identify new potential donors
- Support research and development for organization's use of third-party platforms and app integrations as needed
- Coordinate communications with NYC City Council representatives to advocate for funding
- Support governmental communications for funding and/or program needs
- Collect and track data for government communications and contacts

Qualifications

Successful candidates will have:

- A minimum of three years experience working in development
- Knowledge of city government and local politics
- Superb written and verbal communication skills
- Enthusiastic and professional demeanor, flexible, can-do attitude
- Interest in Dancewave's mission and commitment to serving youth
- Proficiency with Salesforce, Microsoft Office Suite (Word, Excel, Power Point) and G-Suite

Compensation

Dancewave offers a comprehensive benefits package including generous paid time off, health benefits and an invitation to a matching 401k program for tenured staff. This position will start at \$45,000 per annum, with a tiered commission structure (ranging 10-20%) for sponsorships.

Application Instructions

Interested parties should send a letter of interest and resume to jobs@dancewave.org. Please include "**Development Manager**" in the subject line and attach all documents in PDF format.

Anti-Discrimination Statement

Dancewave does not discriminate on the basis of race, ethnicity, religion, gender identity, gender expression, age, national origin, disability, marital status, sexual orientation, or military status in any activities or operations.

Furthermore, Dancewave is committed to upholding equitable hiring practices in alignment with our values and all applicable federal/state guidance. Dancewave leadership strives to hire applicants who represent the diverse communities who participate in our programming; actively identifying, encouraging and recruiting applicants from underrepresented populations. Employee mental and physical wellbeing is prioritized.

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