



## **Dancewave seeks Individual Giving Coordinator**

Dancewave seeks a growth-minded, motivated individual to coordinate the organization's individual giving program. This is a part-time, 29 hours per week non-exempt hourly position with a flexible work arrangement. The Individual Giving Coordinator 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](http://www.dancewave.org).

### **Position Summary & Responsibilities**

Dancewave's Individual Giving Coordinator is responsible for the growth and development of the organization's individual giving program. Working closely with the Director of Fundraising and the Executive Director, the Individual Giving Coordinator will plan the organization's biannual fundraising campaigns, cultivate and maintain donor and stakeholder relationships, strategize and coordinate cultivation and donor retention events and assist with the organization's key public events.

**Location:** Remote + Dancewave, 182 Fourth Ave Brooklyn

### **Responsibilities include:**

Individual Donor Cultivation & Management

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

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

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Founded in 1995 by Diane Jacobowitz



- 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:

- Interest in donor relations, fundraising and development
- A minimum of two years experience with relationship building among diverse stakeholders
- 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**

The hourly rate for this position is \$20.00 USD. Dancewave offers paid holidays and perks such as access to complimentary classes and studio space.

### **Application Instructions**

Interested parties should send a letter of interest and resume to [jobs@dancewave.org](mailto:jobs@dancewave.org). Please include "**Individual Giving Coordinator**" 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.