



Dancewave Seeks Institutional Giving Manager

POSITION: Institutional Giving Manager

REPORTS TO: Executive Director

HOURS: Up to 40 hours per week

WORKPLACE: Hybrid, working remotely and in-person at the Dancewave Center located at 182 4th Avenue, Brooklyn, NY, 11217. Occasional travel and evening and weekend work may be required.

HIRING TIMELINE: Applications will be reviewed on a rolling basis, with priority given to those received on or before April 15, 2024. Selected applicants will be invited to participate in video interviews starting the week of April 22, 2024.

ANTICIPATED START DATE: May 20, 2024

ORGANIZATIONAL BACKGROUND: Founded in 1995, 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 fosters a culture where dance is celebrated as a healing and inclusive art form.

Dancewave envisions a future where dance is available to all populations, especially those who have ever been denied access to dance education. Dancewave acts as a resource and community hub for artists, educators and young visionaries, extending opportunities for our audience to participate in advocacy efforts and social change movements. For more information about Dancewave, please visit www.dancewave.org.

ORGANIZATIONAL CULTURE: Dancewave seeks to live its [mission, vision and values](#) at all levels of the organization. We work collaboratively and invite staff at all levels of the organization to participate in decision making that directly impacts the future of the organization.

Dancewave is an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, disability, age, sexual orientation, gender identity, national origin, veteran status, or genetic information.

JOB DESCRIPTION: The Institutional Giving Manager plays a key role in Dancewave's success. Helping to ensure that the organization's annual contributed income goals are met, the Institutional Giving Manager oversees all aspects of foundation funding. This includes writing successful grant applications and reports, managing relationships with funders, and conducting focused research to expand the organization's funding portfolio. Working closely with the Executive Director, the Institutional Giving Manager is aware of organizational priorities and the organization's strategic

plan, so that they can appropriately identify funding and cultivation opportunities to advance the organization's mission and vision.

Responsibilities include:

Institutional Giving (80%)

- Play a lead role in ensuring the organization's contributed income goals are met annually
- Manage the organization's grants calendar, ensuring deadlines are met
- Write all funding applications, interim reports, and final reports
- Coordinate all data needs for applications and reporting, including interdepartmental communication with department leads
- Lead relationship cultivation efforts with funders, ensuring routine and timely communication
- Manage the storage and organization of all funding-related documentation, including organizational documents necessary for grant applications and grant tracking document
- Lead research efforts, identifying new funding sources and opportunities aligned with organizational priorities and goals

Government Relations (10%)

- Manage city (DCLA), state (NYSCA), and national (NEA) funding opportunities
- Write government funding applications, interim reports, and final reports
- Support with Council Member communication and relationship management

Individual Giving (5%)

- Support individual donor communications as needed

General Administration (5%)

- Manage contributed income tracking
- Monitor budget performance
- Manage quarterly metrics reporting
- Manage seasonal interns as needed

POSITION REQUIREMENTS:

- Must be able to reliably access a laptop with capability for Google Suite and Zoom
- Must be able to work in person at the Dancewave Center, including occasional evenings and weekends as needed

Dancewave provides reasonable accommodation to job applicants and employees with disabilities in accordance with the Americans With Disabilities Act and applicable state and local laws, except where doing so would create an undue hardship for Dancewave. If reasonable accommodation is needed to participate in the job application or interview process, to perform essential job functions, and/or to receive other benefits and privileges of employment, please contact Executive Director Nicole Touzien via email at leadership@dancewave.org or via phone at 718-522-4696.

KNOWLEDGE, SKILLS AND ABILITIES NEEDED:

- Excellent written, verbal and interpersonal communication skills
- Strong time management
- Prior experience with grant writing and interfacing with institutional funders

- Organized and agile problem solver, comfortable with working in a collaborative environment
- Great attention to detail
- Deep alignment with Dancewave's mission, vision, and values
- Interest in arts advocacy
- Proficiency with Google Suite

Successful candidates will possess the following attributes:

- Restorative Mindset: We are looking for someone who is skilled at resolving conflict from a restorative standpoint.
- Flexible: We are a small non-profit navigating many evolving programs so there is a certain amount of adaptability needed for the role.
- Collaborative: We are a collaborative workforce, and work closely with our departments and cross departmentally. Sensitive and transparent communication is important to us.
- Committed to anti-racism and social justice: Dancewave believes in creating a work culture and programming that works to subvert oppressive systems in the dance world and non-profit industry. A commitment to pushing this work forward is a must.

COMPENSATION AND BENEFITS: The annual salary of \$62,400 is aligned with the organization's current compensation structure and will be the final offer for the successful candidate for this position. Dancewave offers a comprehensive benefits package including unlimited paid time off, paid holidays and closures observed by the organization, a partially-funded employer health plan, and various perks including complimentary classes and studio space.

TO APPLY: Please send via email a resume and your responses to the following questions, as two separate PDFs, with the subject line "*Institutional Giving Manager - Your Name*". These questions are in lieu of a cover letter, so please limit your response to 1-2 pages. If you would prefer to submit a video or voice recording response to the questions, please include relevant link(s) in the body of your email.

- Who is <your name>?
- What about Dancewave's [mission, vision, or values](#) most resonates with you?
- How does philanthropy energize or inspire you?
- How do you see this role supporting your personal and professional growth?