



## **DEVELOPMENT MANAGER POSITION**

**Dance Canvas, Inc.** is a 501 (c)3 non-profit organization with a mission to provide opportunities and venues to increase the awareness of professional dance in Atlanta. For the past 15 season producing work in Atlanta, we successfully accomplished our mission through three program areas of service, Choreographer Career Development, Youth Outreach and Leadership and Audience and Community Engagement. Our vision is to be the premiere ground for the next generation of new works, increasing diversity in dance creation, performance, and leadership in our region and beyond. We are seeking a full-time Development Manager to assist our organization with fundraising and grant writing for our programs and services.

### **Position Description Summary**

The Development Manager will be responsible for implementing and managing the annual fundraising plan, including acquiring funding from foundations, corporations, local businesses, governments, individuals; event sponsorships and donor acquisition activities; working with the Executive Director and Board to create major gifts and planned giving programs; and maintaining relations with current funders and with community stakeholders.

Key competencies include outstanding writing and verbal communication skills, grant writing and management experience, organizational skills, and advanced computer skills, including experience with fundraising database programs and Microsoft Office suite of programs and basic understanding of crowdfunding platforms. Experience working closely with donors and board members required. Experience researching and cultivating prospective funding sources required. Event management experience with events of 150+ people strongly encouraged.

At least two years of fundraising experience required and a four-year degree preferred. Experience in the arts preferred. The ability to work both independently and as part of a highly collaborative team is key. Ideal candidate must be a great communicator, organized, creative, positive and detail-oriented.

### **SPECIFIC RESPONSIBILITIES INCLUDE:**

- Produce and implement development plans and budgets collaboratively with Executive Director
- Grants – research, write and manage private, corporate and government grant proposals
- Create, submit and track grants, proposals, letters of inquiry, funders’ reports and acknowledgement of donations, etc.
- Create and manage annual major gifts and estate planning campaigns.
- Assist in the creation and distribution of donor driven social media content including Facebook, Instagram and Twitter, as well as Eblasts, Website updates, etc.
- Collaborate with staff and Board event committees on planning and successful implementation of major fundraising events, and acquisition of corporate and individual event sponsorships.
- Collaborate on the creation of marketing materials, development pieces.
- Tracking and communication of board giving/contributions
- Manage donor database and work closely with Executive Director to tracking funding throughout the year
- Annual tracking of demographics, program evaluations and scope of services

**KNOWLEDGE, SKILLS AND ABILITIES:**

- Minimum 2 years with fund development experience working with nonprofits required - Preferred: familiarity with Arts education nonprofits for underserved youth in diverse communities and/or schools.
- A bachelor's degree, ideally in Public Policy, Nonprofit Management, Arts Education (or in any Arts genre), or equivalent experience.
- Proven and measurable Fund Development Skills: Individual, corporate and foundation, events, public and private grant writing and grants management and reporting.
- Strong written and verbal communication skills and excellent interpersonal skills.
- Must be able to work independently, as well as part of a team and work effectively in collaboration with diverse groups of people.
- Ability to meet deadlines, work independently, multi-task and manage projects from start to finish
- Passion, idealism, integrity, positive attitude, mission-driven, and self-directed
- Proficient MAC computer knowledge: MS Office, Excel, PowerPoint, etc.
- Experience in the use of technology for accomplishing the organization's goals: office systems, grants management and financial management and reporting programs
- Experience using Social Media platforms and the internet as a successful fundraising tool.

**WORK LOCATION:**

- Metro Atlanta
- Partially virtual

**HOURS PER WEEK:**

- 30-35 Hours per week

**BENEFITS AND COMPENSATION:**

- Salary is in the 30's with benefits.
- Flexible schedule; work from home
- Dance Canvas is committed to recruiting and fostering a diverse community of staff.

**APPLICATION PROCESS**

- To apply, send a cover letter with resume and a writing sample to Angela Harris, Executive Director, admin2@dancecanvas.com. No phone calls please. Include: 'DEVELOPMENT POSITION' in your subject line.
- Resume review and interviews will start July 15th; Start date: August 15th.