

DANCE THEATRE OF HARLEM
JOB DESCRIPTION
Manager of Individual Giving
Status: Full Time, Exempt

Dance Theatre of Harlem is a leading dance institution of unparalleled global acclaim, encompassing a world-renowned Company, a professional studio School, Dancing Through Barriers®, a national arts and education program, and community engagement activities. Each component of Dance Theatre of Harlem carries a solid commitment towards enriching the lives of young people and adults around the world through the arts.

Founded in 1969 by Arthur Mitchell and Karel Shook, Dance Theatre of Harlem was considered “one of ballet’s most exciting undertakings” (The New York Times, 1971). Shortly after the assassination of The Reverend Dr. Martin Luther King, Jr., Mitchell was inspired to start a school that would offer children — especially those in Harlem, the community in which he was born — the opportunity to learn about dance and the allied arts. Now in its fifth decade, Dance Theatre of Harlem has grown into a multi-cultural dance institution with an extraordinary legacy of providing opportunities for creative expression and artistic excellence that continues to set standards in the performing arts. Dance Theatre of Harlem has achieved unprecedented success, bringing innovative and bold new forms of artistic expression to audiences in New York City, across the country and around the world.

Reporting to the Director of Individual Giving, the Manager of Individual Giving will help the development team build the organization’s ability to raise and manage support from individuals and the Board of Directors

Primary Duties Include:

- Develop and implement strategies for solicitation that will grow annual revenue from individuals: manage all appeal campaigns, manage and monitor online giving initiatives, work collaboratively with other program areas to advance fundraising goals.
- Maintain accurate and complete records of donor communications. Prepare regular reports on all campaign activities;
- Conceptualize and implement membership programs and small donor cultivation events.
- Coordinate event logistics to ensure an exceptional donor experience, with a focus on cultivation and stewardship.
- Work closely with Development team to implement fundraising strategy and coordinate logistics for fundraising events, including annual benefit;
- Work closely with Development team to provide support to the Board for fundraising initiatives.
- Work with communications team to develop strategies for development presence in all communications and marketing. Oversee the development presence on the website.
- Oversee database management, gift processing, development and fulfillment of donor benefits, gift recognition donor correspondence, and mailings;
- Monitor revenue and expenses related to membership and individual giving; support Director of Individual Giving in areas of development reporting.

- Proficiency in fundraising databases.

Candidate Qualifications

- Bachelor's degree and a minimum of 3 - 5 years of relevant experience required
- Excellent communication skills with demonstrable ability to speak persuasively, and listen attentively
- Strong track-record of building relationships, cultivating and stewarding donors
- Ability to work independently with a commitment to meet goals and deadlines
- Excellent interpersonal skills, including ability to work well with staff at all levels, interact with donors, and represent the organization tactfully and diplomatically
- Prior experience fundraising for educational or performing arts non-profits a plus

Terms and Conditions

- Eligibility to work in USA
- Full time with some evening and/or weekend work may be required at times
- Compensation: Salaried, commensurate with experience and education, includes DTH fringe benefits

How to Apply

Submit a cover letter and resume to dthsearch-devo@dancetheatreofharlem.org. In the subject line please include your first and last name, and "Manager, Individual Giving Search." No phone calls please. Search open until filled.

Dance Theatre of Harlem is an equal opportunity Employer