

DANCE THEATRE OF HARLEM
JOB DESCRIPTION
Senior Director of Development
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.

Opportunity

Dance Theatre of Harlem seeks a Senior Director of Development. Reporting to and working in close collaboration with the Executive Director and the Board of Directors, the Senior Director of Development will design and execute on a comprehensive development strategy for DTH. The Senior Director of Development will oversee and execute on both capital campaigns and ongoing fundraising efforts and work closely with DTH’s Executive Director and Board of Directors on all development matters. He/she will manage DTH’s current development team and volunteers with opportunities to grow the department.

Dance Theatre of Harlem will embark on an ambitious capital campaign in addition to \$3 million generated annually from a combination of individual donors, major gifts, events, sponsorships, and institutional giving. The Senior Development Director will have the opportunity to build his/her own team and assist the Executive Director with increasing Board membership. The ideal candidate will embrace his/her challenge with enthusiasm and skill, and appreciate the tremendous opportunity presented to work with a high caliber organization that values individual contributions and supports professional growth.

Essential functions

- Creates and implements strategies for research, identification, cultivation, solicitation, and stewardship of prospects and donors.
- Grows and stewards (including soliciting, as appropriate) a pipeline of individual, corporate, foundation and government donors and prospects.

- Expands strategically corporate partnerships/sponsorships, developing funding opportunities and building relationships with marketing and philanthropic divisions of companies and businesses.
- Develops strategies for foundation grant seeking, ensuring that these are executed and consistent with DTH's organizational and fundraising plans.
- Ensures government grant funding requests, processes, and reporting are strategic and timely.
- Maintains responsibility for all written fundraising documents, including proposals, correspondence, and print materials.
- Oversees the strategies, planning and execution of fundraising events such as cultivation dinners, salon meetings, galas and other fundraising events, and supervises the work of events consultants.
- Develops professional relationships with Board members; educates and orients the Board, honing skills in donor cultivation and solicitation.
- Works closely with the Executive Director and Board to help meet and exceed a \$25,000 give/get requirement through DTH's annual gala and yearlong fundraising activities. Alongside the Executive Director, the Senior Director of Development will drive an aggressive Board building initiative.
- Represents DTH at meetings, public events and other activities.

Secondary functions

- Develops a strategic development plan for and oversees the implementation of a planned giving program.
- Provides oversight and direction for the Development Department database (currently Raiser's Edge) and systems to ensure appropriate donor and prospect stewardship and tracking which accurately evaluate and report performance.
- Manages out other assignments and job duties, as these may arise.

Supervision

Direct:

- Director of Individual Giving
- Director of Institutional Giving

Indirect:

- Manager of Individual Giving
- Manager of Institutional Giving
- Development Associate
- Grant Writer

Required Qualifications

- Ten plus years of solid experience in a fundraising leadership capacity
- Experience thinking strategically and holistically about annual fund development
- Demonstrated strong interpersonal, communication, organizational, project management, and event management skills
- Proven ability to effectively develop and steward long-term relationships with diverse internal and external stakeholders
- Excellent communication skills with demonstrable ability to speak persuasively, and listen attentively
- Ability to serve as an entrepreneurial leader across cross-functional departments; values relationship building and collaborative problem solving

- Strong manager with a commitment to cultivating and building a team of excellence
- Experience working with performing arts organizations a plus but not required

Terms and Conditions

- Eligible to work in USA
- Full time, some evening and/or weekend work may be required at times.
- Compensation: Salaried, commensurate with experience and education, includes DTH fringe benefits
- Travel potentially ~10% of time

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 "Senior Director of Development Search." No phone calls please. Search open until filled.

Dance Theatre of Harlem is an equal opportunity Employer.