

**DANCE THEATRE OF HARLEM**  
**DEVELOPMENT ASSOCIATE**  
**Job Description**  
**Status: Non-Exempt**

Dance Theatre of Harlem is a leading dance institution of unparalleled global acclaim, encompassing a professional performing Company, a leading arts education center and Dancing Through Barriers®, a national education and community outreach program. 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.

Dance Theatre of Harlem is seeking a Development Associate to provide administrative support to the Senior Development Director and the Development Department. The position serves as a first point of contact for the department and provides support for Development events, meetings, and other projects related to the engagement of current and prospective donors. In addition to communicating with donors, the Development Associate helps conduct prospect research to identify new individual and institutional donors and coordinates assigned aspects of the direct mail program.

Reporting to the Senior Director of Development, the Development Associate's responsibilities include but are not limited to:

Essential Functions

- Provides general administrative support to the Development Department, including fielding incoming phone calls, e-mails, and correspondence directed to the Department, as well as liaise with other departments
- Process and track all charitable contributions and gifts
- Prepares and sends acknowledgements to donors
- Develops and maintains donor profiles and conducts analysis
- Coordinates stewardship and communications activities for major donors; legacy donors; and institutional funders
- Assists with financial record-keeping, invoicing, reimbursements, travel arrangements, vendor management, and fundraising reporting
- Conducts prospect research as directed
- Assists with executing fundraising events, meetings, and special projects
- Helps coordinate Development Committee and Nominating Committee meetings
- Takes committee meeting minutes
- Maintains development calendar

- Helps supervise interns and volunteers

#### Required Qualifications

- Bachelor's degree
- Minimum 2-3 years of solid development and nonprofit work experience
- Excellent computer and research skills (Microsoft Office and web 2.0)
- Knowledge of Network for Good CRM or similar CRM donor management system
- Excellent verbal and written communication skills
- Sharp attention to details and excellent organizational skills
- Ability to manage multiple tasks and timelines simultaneously
- Highly motivated self-starter, with proven ability to develop creative solutions
- Project a professional demeanor with strong interpersonal skills to cultivate and develop relationships with donors
- Ability to be a part of a team in a fast-paced environment
- Availability to work occasional evenings and weekends
- Knowledge of dance and the performing arts a plus
- Eligible to work in the USA

#### Terms and Conditions

Full time.

Compensation: Salary commensurate with experience and educational background, paid on a bi-weekly basis and includes fringe benefits (Health, Dental, Vision, Long Term Disability, Life, Retirement (401(k) plan, Transitcheck).

Applicants must meet required qualifications.

Dance Theatre of Harlem is an equal opportunity employer.

#### How to Apply:

To apply for this position please email your resume and cover letter to [dthsearch-devo@dancetheatreofharlem.org](mailto:dthsearch-devo@dancetheatreofharlem.org) with the subject "Development Associate". No phone calls please.