

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

Dance Theatre of Harlem is a leading dance institution encompassing a professional performing Company, a leading education center comprised of the DTH School and Dancing Through Barriers®, its national arts education and community engagement 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 by the late Karel Shook and Arthur Mitchell, who was the first African American to become a principal dancer with a major U.S. ballet company (New York City Ballet), DTH continues to be a strong economic and cultural anchor for Harlem today. Mitchell and Shook had a passionate vision of creating access and opportunity for any child interested in studying classical ballet and transforming the lives of all people through artistic training, performance, arts education and community engagement.

Reporting to the Director of Individual Giving, the Manager of Individual Giving will be responsible for helping to execute the Development fundraising plan as it relates to individual giving and the Board of Directors, duties include but are not limited to:

Primary Duties:

- Develop and implement strategies for cultivation, solicitation, and stewardship) that will grow annual revenue from individuals who contribute under \$1,000; manage all appeal campaigns, manage, and monitor online giving initiatives, work collaboratively with the Marketing department and other program areas to advance fundraising goals
- Oversee database management, gift processing, development and fulfillment of donor benefits, gift recognition donor correspondence, and mailings
- Coordinate events logistics to ensure an exceptional donor experience, with a focus on cultivation and stewardship. Conceptualize and implement membership programs and small donor cultivation events
- Assist the Director of Individual Giving implement fundraising strategy and coordinate logistics for fundraising events, including annual gala
- Assist the Director of Individual Giving to provide support to the Board for fundraising initiatives
- Work with Marketing team to develop strategies for development presence in all communications and marketing. Oversee the development presence on the website
- Maintain accurate and complete records of donor communications. Prepare regular reports on all campaign activities
- Monitor revenue and expenses related to membership and individual giving and support Director of Individual Giving in areas of development reporting.

Required Qualifications

- Bachelor's degree and a minimum of 3 - 5 years of relevant experience required, or a master's degree and minimum of 2 years of relevant experience
- Prior experience fundraising for cultural non-profits preferred
- Strategic problem-solving and decision-making, and strong analytical skills
- Impeccable writing and editing skills; ability to translate complex ideas and strategies into clear, concise, and compelling narratives; experience with grant writing and reporting preferred
- Proven ability to write quickly and persuasively under deadline pressures
- Excellent prospect research skills
- Proven record of working independently and managing and executing multiple projects
- Excellent organizational and interpersonal skills, including ability to work with staff at all levels, interact with donors, and represent the organization tactfully and diplomatically
- Proficient in Microsoft Office
- Experience working with Raiser's Edge NXT
- Basic video editing & visual design skills are a plus
- Eligibility to work in USA.

Terms and Conditions

- Full-time
- Compensation: Salary is commensurate with experience ranging from \$62,000-\$65,000, payable bi-weekly, and includes full fringe benefits package (medical, dental, vision, retirement and life insurance)
- Requires regular office hours (currently remote), although, some evening and weekend work may be required.

Dance Theatre of Harlem is an equal opportunity Employer

TO APPLY

Send via e-mail, resume, and cover letter to: hdoucas@dancetheatreofharlem.org
Marking subject line: "Manager of Individual Giving"

NO PHONE CALLS PLEASE