

**DANCE THEATRE OF HARLEM**  
**JOB DESCRIPTION**  
**Manager of Special Events**  
**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.

**Primary duties:**

- Reporting to the Senior Director of Development, the Manager of Special Events focuses on the fundraising, planning, and oversight of DTH's fundraising and donor cultivation/stewardship events. Events include an annual spring gala for approximately 400 guests, a new fall luncheon for approximately 200 guests, donor rehearsal visits, and donor receptions or fundraisers in select tour cities, when possible.
- Oversee event revenue and budget reporting, including event expenses and pledges/contributions
- Work with outside vendors such as special events firms, event venues, florists, graphic designers, etc.
- Manage day-of event logistics from set-up to breakdown, including registration, staffing, catering, audio-visual, décor, seating, and live program
- Help draft solicitation letters, acknowledgements, and language for event marketing collateral and assets
- Facilitate outreach for corporate sponsorship and in-kind donations
- Manage, compile, and update invite mailing list reviews for Board, Leadership, and event honorees
- Collaborate across the Development team to ensure appropriate donor touchpoints to drive special event revenue and increased participation
- Manage guests post-event follow up process to solidify pledge payments/contributions
- Maintain and update revenue tracking and special event opportunity records

### **Required Qualifications**

- College degree, Bachelor's degree preferred
- 3 years of minimum experience managing special events or being a frontline patron fundraiser for a non-profit organization, preferably culture- or arts-focused
- Proven excellence in organizational and laser-focused attention to detail
- Demonstrated ability to take initiative, proactively manage multiple priorities and projects with tight and changing deadlines
- Experience improving existing systems and developing new processes for increased efficiency and productivity
- Strategic problem-solving and decision-making, and strong analytical skills
- Proven record of working both independently and collaboratively 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
- Sound judgment, professionalism, and discretion in handling confidential information and sensitive matters
- Proficient in Microsoft Office
- Experience working with Raiser's Edge NXT preferred
- Eligible to work in USA

### **Terms and Conditions**

- Full-time
- Compensation: Salary is commensurate with experience ranging from \$65,000-\$70,000, annually, payable bi-weekly, and includes full fringe benefits package (medical, dental, vision, retirement, and life insurance)
- Requires regular office hours (currently remote). Some evening and weekend work will 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](mailto:hdoucas@dancetheatreofharlem.org)  
Marking subject line: "Manager of Special Events"