Parsons Dance seeks a Development Manager who will support the Executive Director and Director of Institutional Support by managing and maintaining systems that empower the organization to raise support for its programming, including the creation of new dances by David Parsons. This includes driving daily all Development operations, liaising with marketing staff to execute a calendar of donor communication, maintaining the donor database (Salesforce), and supporting fundraising events including the annual Gala and opening night receptions.

The ideal candidate considers him or herself a “people person” and is passionate about supporting new contemporary dance. This position is best suited for those seeking a meaningful opportunity to grow their arts leadership career as an integral part of this 35-year-old organization’s expanding development department.

Responsibilities include:

Support for Individual Giving:
- Assuming ownership of CRM database system (Salesforce) and data cleanliness; ensuring all relevant communications and gifts are logged timely and consistently; building portfolios of giving history, giving capacity, and event attendance
- Providing regular donor reports and lists to Executive Director and Artistic Director to facilitate larger fundraising strategies
- Overseeing schedule of solicitations, including coordination of biannual appeals and major asks
- Serving as a point of contact for donors and prospects
- Responsible for all individual giving stewardship and donor acknowledgements
- Preparing collateral for major gift asks

Support for Institutional Giving:
- Support the Director of Institutional Support by preparing and providing support materials as needed for grant proposals
- Providing ongoing management of acknowledgements
- Conducting institutional research as needed

Events:
- Budgeting and coordinating Annual Gala logistics with venue, vendors, and staff/volunteers
- Managing invitation lists for Gala and other special events
• Coordinating mailings, replies, reports, CRM entries
• Securing auction donations and executing online auction prior to the event

Board:
• Attending Board and committee meetings as needed and supporting Executive Director for Board reporting—re: development campaigns and CRM Key Performance Indicators
• Overseeing coordination of materials for Board meetings and committee meetings
• Scheduling committee meetings and taking minutes
• Developing and distributing monthly information packets to the Board

QUALIFICATIONS:
• Bachelor’s degree and at least 2 years of non-profit experience preferably in Development
• Excellent verbal and written communication skills
• Ability to manage and maintain the confidentiality of sensitive information
• Outstanding organizational skills, attention to detail, and ability to meet deadlines
• Schedule flexibility and the ability to work occasional nights and weekends
• Salesforce or related database experience a plus
• Ability to learn quickly and adapt to new software

Salary is in the $45,000-$50,000 range; benefits include 100% employer paid health insurance.

PARSONS DANCE is an internationally renowned, contemporary American dance company, founded in 1985 by choreographer David Parsons and Tony Award-winning lighting designer, Howell Binkley. Based in NYC, the mission of Parsons Dance is to deliver life-affirming, inspiring performances to audiences worldwide and, through education and outreach programs, to sustain an appreciation for the art form of dance. For more information, please visit Parsonsdance.org.