

Danspace Project

DIRECTOR OF DEVELOPMENT **JOB DESCRIPTION**

The Development department at Danspace Project (DSP) is responsible for raising funds to support operations, long-range institutional growth, and programming activities. The Director of Development (DoD) is a full-time, salaried position under the supervision of the Executive Director & Chief Curator. As a member of the DSP Leadership Team, the DoD works closely and collaboratively with the Executive Director & Chief Curator, Director of Finance & Operations, Program Director, and Communications Director. The DoD participates in planning and strategy meetings with the Executive Director and Executive leadership on the Board, as well as managing Board communications and working with the entire Board as appropriate. The DoD supervises and collaborates with two additional development staff to plan and execute fundraising strategies.

RESPONSIBILITIES include but are not limited to:

The DoD responsibilities and duties are focused in the following areas: Fundraising and Stewardship; Leadership and Planning; External Affairs.

Fundraising and Stewardship

The DoD will plan, implement, and oversee a comprehensive fundraising plan to support DSP's programs and operations:

Individual Giving - Oversight and leadership of development staff to plan, implement, cultivate and steward donors through multiple fundraising campaigns annually. These currently include:

- Membership, young patrons program (Catalysts), major donor program (Leadership Circle), two (2) individual giving campaigns (Creation Fund and the end of the fiscal year campaign).
- Annual Gala
- Board giving

Institutional Giving - Oversight and leadership of development staff to plan, implement, cultivate and steward institutional funders through grant proposal and reporting as well as multi-year grant relationships. Specific responsibilities may include:

- Drafting, editing and shaping grant proposals, reports, or other communications with funders to cultivate and facilitate funding relationships.
- Tracking grants management timeline and ensuring grants requirements, information and files are all up to date and in compliance.
- Research and information gathering for possible new sources of institutional funding as necessary and appropriate.

Fundraising Communications -

- Drafting and/or reviewing all external communications to donors, funders, supporters and patrons as relevant.
- Managing relationships and communicating regularly with donors and funders.

Leadership and Planning

Board of Directors

- Attending Board meetings (including both quarterly full-board meetings and committee or working groups meetings as necessary and appropriate)
- Working directly with Board, including the Executive leadership, to create fundraising goals and implement strategies for DSP's future, both near and long-term.
- Providing reports and updates on fundraising strategies and progress to the Board

Senior Staff Team

- In conversation with the senior staff, shaping strategies and plans as well as sharing and coordinating with the rest of the staff to ensure alignment
- Assisting and engaging with the Executive Director/Chief Curator and Director of Finance & Operations in annual planning meetings.
- Supervise and mentor development staff, including conducting annual job reviews

External Affairs

- Represent DSP at events or convenings
- Coordinate with Program staff and Communications staff to promote DSP activities
- Actively seek information about the performing arts, dance, and cultural sector and funding opportunities

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