



DEVELOPMENT MANAGER JOB DESCRIPTION

The Development Manager (DM) is a full-time (exempt/salaried) 40 hour/week position. The DM works under the direct supervision of the Executive Director & Chief Curator (ED/CC) as well as closely & collaboratively with the Deputy Director (DD) to raise funds for Danspace operations, long-range institutional growth, and programming activities by managing and executing development goals and fundraising plans.

The DM provides some supervision & task coordination of the Executive & Development Assistant (E/DA, who also reports to the ED/CC) as well as outside development consultants such as grant writers and special event support on a case by case basis. This position includes occasional weekend and evening hours for performances & special events.

Responsibilities include:

Institutional Giving

- Managing and tracking deadlines in the grants calendar
- Communicating grant deadlines & requirements to grants team (which includes ED/CC, Deputy Director, E/DA and occasional or potential outside grant consultants)
- Submitting grant materials and maintaining Institutional department files
- Drafting grant proposals, reports and budgets in collaboration with grants team mentioned above

Individual Giving

- Collaborating with ED/CC on annual individual giving campaigns: planning and generating target donor mailing lists, planning and implementing communications around campaigns (in collaboration with Communications Team); tracking, processing acknowledging gifts (with assistance from E/DA).
- Managing Leadership Circle (Major Donors) program in collaboration ED/CC).
- Managing Membership and other donor programs.

Gala & other Special Events

- Management of overall annual Gala Timeline, Activities, Materials and Gala Team (including E/DA, other Danspace staff members across departments, and potential outside event consultants)
- Assist ED/CC in formation of Benefit Committee, RSVP tracking, support for board fundraising, materials, related events, and other event-planning details as needed.

Other

- Maintaining department filing and record-keeping, and intra-department communications
- Participating in planning and strategy meetings as needed
- Participating in all staff meetings and across department meetings as needed
- Other tasks as determined by ED/CC

AT 11/12/2024