



POSITION AVAILABLE - DEVELOPMENT MANAGER

Danspace Project (DSP) seeks a Development Manager (DM).

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 by managing and executing development strategies, 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.

PLEASE SEE FULL JOB DESCRIPTION LINK [HERE](#)

It is Danspace Project's 50th Anniversary Year! Come join our team in celebrating & advancing Danspace Project's commitment to developing and presenting new work in dance, supporting emerging and established experimental artists, and an openness to new artistic ideas. In DSP's [programs](#) and operations, a range of perspectives is sought across considerations of race, sexuality, gender, disability, class, and ethnicity; aesthetic investigations across dance histories, genres and forms; and relevance to DSP's institutional history and memory. DSP's staff and board are guided by these Values ([here](#)) in order to continue to fulfill the organization's Mission ([here](#)).

QUALIFICATIONS + SKILLS:

- 5+ years experience or working knowledge of fundraising for a theatrical venue or performing arts center, ideally across all three development areas: 1) institutional giving / grants management, 2) individual giving / donor relations, and 3) special event planning / galas.
- An affinity with the organization's values and demonstrated competence, interest and curiosity about the programs and artists that Danspace Project curates and presents
- Demonstrated excellence in oral & written communication skills (work samples may be requested for top applicants)
- Excellent time management skills, well-organized, detail-oriented, self-directed and self-motivated. The ability to carry simultaneous projects and priorities across multiple timelines and deliver accurate information on deadline.
- A flexible team player with the capacity to work collaboratively and to communicate respectfully and effectively with a diverse range of constituents (donors & patrons, colleagues, etc.)
- Experience with Audience View or other donor database platforms

DETAILS:

- **SALARY RANGE & BENEFITS:** \$62,400-\$68,000/year. Health insurance, vacation and a generous paid holiday schedule.
- **SCHEDULE:** Danspace Project offices are open from 10a-6pm Monday through Friday, with some potential for hybrid remote work and flexible hours pending supervisory approval. Some irregular and onsite hours are required, such as for evening performances and patron engagement or fundraising events.
- **TO APPLY:** Please send a brief cover letter or email introduction, and resume with at least two references to "jobs@danspaceproject.org". The subject line for the email should be: "Development Manager".
- **TIMELINE:** Interviews for this position will begin immediately, with an ideal start date as soon as possible. The position will remain open until the right candidate is hired.

Danspace Project is committed to providing equal opportunity in employment to all employees and applicants for employment. No individual will be discriminated against on the basis of race, color, religion, sex, sexual orientation, gender identity, ancestry, ethnic or national origin, veteran status, age or disability.