



DEVELOPMENT MANAGER

Position Type: Part-Time – 25-30 hrs/wk, at Velocity Dance Center in the Capitol Hill Arts District, Seattle WA

Compensation: Commensurate with experience.

Start date: Open until filled, preferred start date in early February.

Position Description: Velocity Dance Center is seeking a Development Manager to work collaboratively with the Managing Director and Executive Director to design and implement the fundraising efforts of Velocity Dance Center.

Specific responsibilities include:

- Research and evaluate grant opportunities, managing all deadlines and coordinating the work of a contract grant writer and development intern.
- Oversee and track the cultivation, solicitation and stewardship activities for individual donors/ potential donors, coordinating meetings and event invitations with executive staff and the board development committee.
- Draft personalized and warm communications to our donors.
- Identify and grow new and creative opportunities for financial support, demonstrating a strong understanding of institutional priorities and direction.
- Grow the Monthly Velocity Partner program by 20% by 2017.
- Collaborate with event producers to create successful fundraising events through strong board and volunteer participation and timely attendee follow-up.

QUALIFICATIONS:

Excellent written and verbal communication skills.

Bachelor's degree, with experience in and passion for the arts.

Demonstrated fundraising success.

Highly organized, able to work with multiple assignments and handle deadlines effectively.

Able to interact cooperatively and effectively with the public, staff, and board.

Able to research and develop new funding opportunities.

Able to maintain high level of confidentiality.

Committed to the mission of Velocity Dance Center.

CONTACT INFORMATION:

Please email a resume and cover letter to employment@velocitydancecenter.org.

Velocity Dance Center is an equal opportunity employer.