

CAREER OPPORTUNITY: DEVELOPMENT MANAGER

Position Open until Filled

Priority Consideration given to applications submitted by March 10, 2017

Velocity is Seattle's award-winning center dedicated to advancing contemporary dance by fostering the creative explorations of artists and adventurous audiences. In recent years, Seattle has become one of the foremost centers for dance in the country. Velocity is looking for a motivated, self-directed individual who welcomes the opportunity to join our exceptional team and engage with this dynamic environment.

Information + Responsibilities

Full-time

Reports to Artistic / Executive Director

The Development Manager is responsible for the development and administration of new and sustained support from philanthropic sources including individuals, foundations, government and corporations. Working closely with the Artistic / Executive Director, the development team (Grant Writer, Development Coordinator), Communications Manager, and Board Development Committee, the Development Manager will create and implement an annual development plan, identify and grow new and creative opportunities for financial support, manage the tracking of impact for grant proposals and fundraising communications; and nurture positive external relationships with donors, local, state, and regional organizations, including government agencies and advocacy groups, community and local business groups, and arts organizations. Additional responsibilities include:

Grant Writing

- Manage Velocity's grant writing program including funder communication, deadlines, applications, invoices, final reports and related tasks.
- Research and evaluate grant opportunities.
- Write grant proposals and LOIs as needed; working with development staff and Business Manager to gather needed materials.

Donor Relations + Events

- Develop and implement individual donor fundraising plan, including cultivation, solicitation and stewardship activities for individual donors.
- Sustain and foster a robust major donor program.
- Work with Development Coordinator to sustain and grow membership program.
- Manage and implement annual year-end campaign, and GiveBIG campaign.

- Lead planning, coordination, and fundraising goals for The Velocity Annual Bash, and other fundraising events.
- Ensure donors are accurately acknowledged in all Velocity communications.
- Manage all donor tracking.
- Manage all major donor communications working with AD/ED and Development Coordinator.

Board of Directors

- Act as a staff liaison to Board Development Committee; harness the resources, talent and energy of the Board.

Position Information:

Full time salaried DOE. Flexible schedule, and ability to work from home, but must meet established guidelines. Benefits include: Paid holiday and sick time, health insurance, unlimited free dance classes, studio rentals at staff rate; access to professional development opportunities.

QUALIFICATIONS:

Bachelor's degree and at least two years managing experience in performing arts nonprofits.

Excellent written and verbal communication skills.

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

Enjoys a collaborative, creative work environment.

Interacts cooperatively and effectively with the public, staff, and board.

Expert or proficient in PatronManager.

Skills in researching, developing and prospecting funding opportunities.

Able to maintain high level of confidentiality.

Knowledge of/passion for bold, risk-taking contemporary dance a plus.

Committed to the mission and values of Velocity Dance Center.

To Apply

Please send letter of interest, resume, and two professional references to employment@velocitydancecenter.org. No phone calls please.

Velocity ensures equal employment opportunity throughout its recruiting.

About Velocity

Velocity Dance Center is an award-winning independent dance and arts non-profit in the heart of Capitol Hill, Seattle. The leading laboratory and incubator for contemporary dance in the Pacific Northwest, Velocity is instrumental in making Seattle one of the foremost centers for dance in the nation. Occupying over 6,000 square feet in one of the country's most culturally vibrant neighborhoods, the organization manages three studios, an office/resource room, an online journal, a convertible 100-seat theater, and presents programming in partnership with major arts organizations throughout the region. In 2016, Velocity served more than 28,000 artists and audiences.

This Job Summary is a summary of the primary duties and responsibilities of this role at Velocity. Employees must maintain a degree of flexibility in our rapidly changing environment and, as such, may be required to perform additional duties beyond the scope described here from time to time.