



## **Dancewave seeks Part-Time Individual Giving Manager**

Dancewave seeks a growth-minded, motivated individual to manage the organization's key relationships. This is a part time, 25-29 hours per week non-exempt hourly position with a flexible work arrangement. The Individual Giving Manager works closely with the Executive Director.

### **About Dancewave**

Dancewave provides access to supportive and empowering dance experiences that center social, emotional and cognitive development through movement. Developing programs to meet community needs, we use dance as a vehicle for transformation, expression, active citizenship and self-reflection. Dancewave creates quality dance education with a focus on transformation and empowerment. We teach participatory learning, decision-making, empathy and self expression; helping participants to understand themselves in relationship to other people and larger systems, and to become more active members of their community. For more information on our vision, values and portfolio of services, please visit [www.dancewave.org](http://www.dancewave.org).

### **Position Summary & Responsibilities**

Dancewave's Individual Giving Manager is responsible for managing and developing relationships with individual donors and supporting advocacy efforts. Working closely with the Director of Fundraising and the Executive Director, the Individual Giving Manager will support planning, outreach and execution of the organization's biannual fundraising campaigns, cultivate and maintain donor and stakeholder relationships, liaise with the Board of Directors, support advocacy efforts and assist with the organization's key public events.

### **Location**

Remote + Dancewave, 182 Fourth Ave Brooklyn

### **Responsibilities**

Expanding the individual giving program by:

- Developing and executing individual giving cultivation strategies in collaboration with the Executive Director
- Cultivating and maintaining relationships with donors and stakeholders
- Serving as liaison between Dancewave staff and the Board of Directors
- Supporting communications and coordinating meetings with the Board of Directors
- Maintaining a roster of individual donors, including communication plans and segmentation
- Executing key administrative functions, including:
  - Creating, sending and tracking donor acknowledgements
  - Tracking, managing and updating data (including gifts, contacts and account information) for individual donors in internal database and Salesforce
  - Working closely with the Director of Operations to ensure up-to-date and accurate reporting of financial projections and receipts

Dancewave · 182 Fourth Avenue, Brooklyn, NY 11217  
718.522.4696 (phone) · 718.596.3010 (fax) · [dancewave.org](http://dancewave.org)  
Founded in 1995 by Diane Jacobowitz



Advancing advocacy efforts by:

- Serving as liaison with local elected officials and leaders
- Managing communications and coordinating meetings with NYC City Council representatives to advocate for funding
- Maintaining internal database and dossiers for individual City Council members
- Collect and track organizational data for government communications and contacts
- Attending community events as requested

### **Qualifications**

Successful candidates will have:

- A minimum of two years experience with relationship building among diverse stakeholders
- A proven track record of cultivating and maintaining professional relationships
- Interest in donor relations, fundraising and development
- Knowledge of city government and local politics
- Superb written and verbal communication skills
- Enthusiastic and professional demeanor, flexible, can-do attitude
- Interest in Dancewave's mission and commitment to serving youth
- Proficiency with Salesforce, Microsoft Office Suite (Word, Excel, Power Point) and G-Suite

### **Compensation**

The hourly rate for this position is \$25.00 USD. Dancewave offers paid holidays and perks such as access to complimentary classes and studio space. Part-time employees are invited to participate in the organization's benefits program.

### **Application Instructions**

Interested parties should send a letter of interest and resume to [jobs@dancewave.org](mailto:jobs@dancewave.org). Please include "**Individual Giving Manager**" in the subject line and attach all documents in PDF format.

### **Anti-Discrimination Statement**

Dancewave does not discriminate on the basis of race, ethnicity, religion, gender identity, gender expression, age, national origin, disability, marital status, sexual orientation, or military status in any activities or operations.

Furthermore, Dancewave is committed to upholding equitable hiring practices in alignment with our values and all applicable federal/state guidance. Dancewave leadership strives to hire applicants who represent the diverse communities who participate in our programming; actively identifying, encouraging and recruiting applicants from underrepresented populations. Employee mental and physical wellbeing is prioritized.

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