



DEVELOPMENT AND FUNDRAISING MANAGER

DEPARTMENT: DEVELOPMENT AND FUNDRAISING

POSITION: Development and Fundraising Manager

REPORTS TO: President and CEO

CLASSIFICATION: Full Time

COMPENSATION: \$50s-60s with employee benefits

The International Association of Blacks in Dance preserves and promotes dance by people of African ancestry or origin, and assists and increases opportunities for artists in advocacy, audience development, education, funding, networking, performance, philosophical dialogue, and touring. For more information, please visit www.iabdassociation.org

POSITION SUMMARY

The International Association of Blacks in Dance (IABD) is seeking an organized, responsible, and detail-oriented individual to support the activities of the Development and Fundraising Department on a full-time basis. This department is responsible for generating contributed revenue, building and sustaining relationships with individual, corporate, foundation, and government donors to generate the funds needed to support the ongoing work of IABD. Reporting to and in partnership with the President and CEO, the Development and Fundraising Manager will assist with identifying opportunities, building relationships with donors, and securing the funding needed to support IABD's rapid growth. A new position in the organization, the Manager will be responsible for prospect research and proposal writing, as well as participate in joint fundraising-efforts across the organization.

KNOWLEDGE REQUIRED

An ideal candidate will possess knowledge in the development profession and is willing to work across the spectrum of fundraising. They are keenly aware of the principles, methods, practices and trends necessary to secure varied funding sources for IABD.

RESPONSIBILITIES

The Development and Fundraising Manager should be able to:

- Assist with securing financial support from corporate, federal, individual, and private foundations
- Manage the implementation of fundraising software and oversee data entry and gift processing
- Oversee the organization of fundraising and/or special events
- Develop and track proposals and reports for all fundraising efforts
- Maintain benchmarking, gift analysis, and other development performance analytical reports
- Manage reports for grants and funding compliance
- Work with the President and CEO, Board of Directors, and the appropriate Board committees, staff, and volunteers to further fundraising objectives
- Assist with other duties as assigned



EDUCATION AND EXPERIENCE

- A Bachelor's degree is required
- At least, three (3) to five (5) years of development and fundraising experience, preferably in arts and cultural or education organizations
- Ideal candidate will be self-directed, flexible, a team player, and a strategic thinker
- Ability to prioritize and multitask
- Excellent communication and organization skills, deadline and detail oriented
- Experience working with fundraising and email marketing software a plus (i.e., Razoo, Raiser's Edge, YourMembership, Constant Contact, MailChimp, etc.)
- High degree of proficiency in working with Microsoft Word, Excel and PowerPoint, data entry and data analysis, as well as demonstrated computer aptitude and experience

PROFESSIONAL COMPETENCIES

- Working with all staff and volunteers; management of development fellow/intern
- Able to maintain the consistent growth and integrity of IABD's brand identity and messaging
- Demonstrates strategic thinking, sound judgment, and a diplomatic approach
- Exhibits a positive and productive approach to problem solving
- Shows the ability to work effectively in a fast-paced, high-energy environment and is flexible
- Demonstrates effective time and project management skills
- Provides direction and effectively manages multiple projects to ensure efficiency, accuracy, and a consistently high standard end product
- Fully participates in special activities of IABD, and supports colleagues by offering information and contributing to projects and initiatives

If you have the qualifications above, we would love to meet you. For consideration, please submit your resume, cover letter, and salary requirements to contact@iabdassociation.org.

NOTE: Phone calls and emails to staff regarding this job posting are not accepted. Please visit our website at www.iabdassociation.org

Denise Saunders Thompson
President and CEO
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