

Organization: Island Moving Company
Department: Advancement
Job Title: Director of Development
Position Status: Exempt, Annual, Full-time
Salary range: \$57,500-\$70K
Effective Date: May/June 2022



The Island Moving Company (IMC) is a nationally recognized Contemporary Ballet Company that provides local and regional communities with a resident professional dance company. IMC's mission is to build the cultural, educational, and economic vitality of Rhode Island through **Dance Creation, Performance & Education**. The company is currently engaged in a capital campaign to build a permanent home-A Center for Dance & Education that will house a 180-seat flex performance space in Newport.

Position Description:

The Director of Development provides strategic direction and leadership for all IMC fundraising, ensuring a coordinated and donor-centered approach. The Director is responsible for designing and implementing a comprehensive development program, creating, and maintaining ties with donors, friends, parents, and alumni of its school.

The director implements the company's comprehensive advancement strategy to increase philanthropic revenue from individual, corporate, foundation, and government sources. Working closely with IMC's Executive Director (ED), Artistic Director (AD), and Advancement Committee of IMC's Board, the Director of Development sets strategic advancement objectives and drives momentum across all IMC development programs. The Director oversees and provides stewardship for all relationships related to the organization's key donors, grant & foundation officers, and events to generate sustainable, on-going funding for the organization's short- and long-term needs.

Essential Responsibilities:

- **Develop**, manage, and execute the annual fund program to raise \$500K/year
- **Grant writing:** manage the foundation grants program to raise @\$350K /year
- **Initiate**, oversee, and implement new initiatives and other annual development activities ie, corporate giving, sponsorships, and special events
- **Manage** development team: providing guidance to Data & Development Manager, and Development Associate
- **Oversee** & manage a stewardship program to increase donor retention
- **Create** and execute a program to onboard alumni & families of IMC's professional school
- **Guide** and support the Advancement Committee of the Board

Additional Responsibilities:

- Builds strong relationships with staff and external stakeholders to develop the case for philanthropic support and to clarify giving opportunities.
- Identifies and manages the company's portfolio of donors, members, and prospects
- Works in conjunction with Choreographing Our Future Campaign Manager
- Manages in-kind donations, including solicitation and stewardship of gifts
- Works closely with Bookkeeper, ED, and Development Staff on budget tracking & reports
- Supports the Advancement Committees of the Board of Directors.
- Additional administrative tasks as deemed necessary by AD or ED

Qualifications for Success:

The ideal candidate will demonstrate a strong affinity for the mission/vision of the organization and will work to effectively establish and maintain cooperative working relationships through the individual's own direct efforts and leveraging and managing the skills of staff, and of volunteers. Support for the company's collaborative methodology and co-leadership model are critical to the role's success.

To perform this job successfully, an individual is required to perform each primary responsibility satisfactorily, be pro-active, and demonstrate an eye for detail and excellent communication skills.

Education and/or Experience:

- Bachelor's degree; five or more years of related experience in development, fundraising, grants, and special events

Computer Skills:

- MS Office Suite, Office 365/One Drive, Adobe, G Suite, QuickBooks, WordPress. Strong working experience with Donor Search, and relational databases/CRM-preferably Salesforce Based-Patron Manager CRM, is most desirable

Other Qualifications for Success:

- Strong organizational and management skills
- Dynamic individual who is goal oriented, adaptable to change, requires minimal supervision, and has excellent communication, collaboration, and problem- solving skills
- Strong attention to detail, ability to organize information and prioritize work in a fast-paced environment
- Relational mindset, willingness to travel to meet with donors
- Positive attitude and a sense of humor

To Apply, Contact:

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Executive Director

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Include:

Resume, Cover Letter, work & writing samples, and relevant experience

Island Moving Company is an equal opportunity employer dedicated to building a culturally diverse, equitable, and anti-racist environment.

At Island Moving Company (IMC) we value all employees and job candidates as unique individuals, and we welcome the variety of experiences they bring to our company. As such, we have a strict non-discrimination policy. We believe everyone should be treated equally regardless of race, sex, gender identification, sexual orientation, national origin, native language, religion, age, disability, marital status, citizenship, military status, genetic information, pregnancy, or any other characteristic protected by law.