



Position: Development Director
Location: Birmingham (Homewood), Alabama

The Dance Foundation

The Dance Foundation's mission is to teach the art of dance to all, inspiring creativity, curiosity, and confidence.

Children's Dance Foundation, d/b/a The Dance Foundation (TDF), began in the early 1970's teaching dance with young children and children with disabilities, inspired by the belief that dance is a foundation for learning for all, regardless of ability, income, or background. TDF emerged as social movements intersected in Birmingham – social justice and civil rights, modern dance, and early childhood education values to teach the “whole child”. Over time, programs have reached our community's most underserved and disenfranchised individuals – young children in particular - through extensive collaborations. Main programs are: Community In Motion (community engagement at locations throughout Birmingham), Studio (classes for pre-k to adults with tuition assistance), Studio Use (affordable, professional space for area artists).

Programs are designed with a non-competitive approach, and a focus on the participant. We celebrate their engagement and growth, be they students, community artists, educators or audience. We remain true to the tenants of our beginnings to expand the idea of what dance is and who is a dancer. We have a staff of 30+, which includes a leadership team of six (full and part time), several receptionists, and 25+ part-time dance teachers and musicians. Our facility has 5 studios, one of which is a black box performance studio which seats 100, as well as administrative spaces to support all programs.

The Position

The Development Director is a critical new role in a dynamic and inclusive organization, celebrating dance as a transformative experience for individuals of all ages, abilities and backgrounds. The Dance Foundation is a gathering place for dance and dance education in the Birmingham area, with programs in our studios and throughout the community.

The Development Director is a new position and member of the leadership team, and is expected to galvanize fundraising and development efforts to move The Dance Foundation forward with initiative, care, and innovation. In response to program growth, The Dance Foundation is now in a property design planning phase, leading to its 50th anniversary in 2025 and a capital campaign. The position reports to and closely collaborates with the Executive Director. There is modest administrative support as well as the possibility of a capital campaign consultant if deemed essential and complimentary to the Development Director's expertise.

Responsibilities include

- Strategically develop, with the leadership team and board, a comprehensive development plan with goals, timelines, and processes.
- Cultivate and maintain partnerships in the community to strengthen community knowledge, expand resources, and make new connections for potential collaborations
- Serve as staff leader to actively engage the board and other volunteers in fundraising efforts, providing structure, research, and guidance.
- Lead and manage day-to-day development operations, including administrative policies and procedures that ensure excellent donor stewardship, including record keeping and gift acknowledgment; plan, forecast and manage income and expense budgets related to development; manage the CRM platform.
- Serve as a community ambassador and spokesperson for The Dance Foundations, ensuring a positive integration of marketing and development plans; serve as relationship-builder and storyteller in the community to highlight mission, program impact, and unique role in the community; understand the Birmingham community landscape to strengthen and expand partnerships and support.
- Research, develop, and submit proposals and applications for all funding opportunities including grants, sponsorships, corporate and individual support, and special events.
- Offer clear, timely, and respectful communication with leadership team and staff for fluid and effective operations.
- Craft and submit accurate reports for all funders and internal needs.
- Development and implement all fundraising activities and events with support
- Collaborate with and coordinate established volunteer committee, The Children’s Arts Guild, which produces an annual fundraising event each March.

The successful candidate will

- Embrace the highly collaborative and growth oriented nature of this position and organization, its mission and its values
- Offer strategic and experience-informed approaches, critical assessment and goal setting for the successful evolution of development efforts and systems
- Possess core administrative and technological skills to effectively manage all duties.
- Work towards synergy and cohesiveness across the organization
- Bring expertise in, and a perspective and knowledge of fundraising and development systems, trends, and exemplars
- Bring curiosity, energy, openness, and generosity to the day to day work, to collaborations and communications with diverse stakeholders, and the organization as a whole
- Bring proven success and integrity as a leader and collaborator in a variety of settings and with a diverse collection of individuals
- Develop communication strategies to support fundraising and development activities including social media, media relations, publications, public speaking, and online vehicles.

Candidate requirements

- Bachelor's degree in nonprofit management, marketing, communications, business, or relevant field; certifications in fundraising/development preferred; advanced degree a plus
- 5+ years writing and administering grants with proven track record
- 5+ years successfully cultivating and securing individual, corporate, and foundation support.
- 3+ years in a leadership position in fundraising and development in the nonprofit creative sector; dance and/or the performing arts a plus
- Proven experience developing and leading development campaigns including special events and activities, annual funds, targeted appeals, grant writing and reporting, sponsorships; experience with capital campaigns a plus.
- Experience effectively developing and leading administrative staff and volunteers.

- Experience in a small development shop, understanding modes of efficiencies and ways to find synergy with systems and processes
- Experience utilizing CRM software and maximizing its value; experience with Every Action a plus.
- Experience working with closely a volunteer board
- Experience advocating for and promoting the arts preferred; specifically dance, is a plus
- Experience as a creative problem solver in a fast-paced environment
- Experience with expense tracking and project budget management
- Effective writer and communicator, with the ability to present the organization's stories in a compelling manner
- Ability to take initiative and manage projects through completion with minimal supervision
- Excellent attention to detail, strong organization skills, and project management
- Ability to manage multiple projects in a dynamic work environment
- Proven analytical skills translating data into impactful content.
- Proficiency in Microsoft Office, Google tools, CRM platform.
- Ability to build and sustain authentic relationships and rapport with coworkers and diverse constituencies with integrity, warmth, and humor.
- Proven track record of achieving revenue targets and performance metrics.
- Understand the philanthropic landscape of the Birmingham area
- Ability to meet personally with potential donors, volunteers, and collaborations in a variety of locations
- Ability to meet outside standard work hours as needed

The Dance Foundation is a 501(c)(3) nonprofit organization funded through program fees and tuition, foundation and government grants, individual and corporate contributions, and fundraising events and activities. Want to know more? Visit thedancefoudnation.org

Additional details

Status: Full time; ¾ time is negotiable
 Salary and benefits: Salary is in \$48-60K range, relative to full time or part time; 5 weeks paid time off beginning after 3 months of employment (Thanksgiving week, December break of 2 weeks, March spring break, Independence Day week); flex time for additional PTO; participation in TIAA 403(b) retirement program, with employer matching based on tenure
 Posted: September 22, 2023
 Applications: Candidate reviews begin October 23 and continue until the position is filled
 Start Date: On or before January 3, 2024

A background check including education, criminal and sex offender reports will be conducted for the successful candidate.

The Dance Foundation is an equal opportunity employer and does not discriminate on the basis of race, color, gender, religion, national or ethnic origin, or any other status protected by federal, state or local law.

To apply

Think you would like to be the Development Director for The Dance Foundation?

Email resume and cover letter to:

Diane Litsey, Executive Director
 diane@thedancefoundation.org

Please include "Development Director application" in subject line.

No phone calls please; an email will be sent when an application is received.