

GINA GIBNEY DANCE, INC.

DIRECTOR OF DEVELOPMENT

JOB DESCRIPTION - APRIL 2018

Gibney seeks an energetic, experienced, intelligent, resourceful, and skilled development professional to join a forward thinking team at an exciting moment of growth. The successful candidate will be a polished professional who can manage a team and balance big picture strategic thinking with daily execution of multiple fundraising requirements. Gibney is looking for a grounded and experienced individual with significant prior experience, a deep love of dance and the performing arts, an affinity with the organization's dedication to community, and a demonstrated commitment to development as their own career path.

Summary Statement: The Director of Development will be responsible for creating and implementing the annual development strategy for Gibney. Reporting to the Artistic Director & CEO and managing an Institutional Giving Manager, Development Manager, and Development Intern, the Director of Development will be responsible for achieving the organization's fundraising goals, which include sustaining a \$5.5M Annual Operating Budget and managing a \$6.25M Next Phase Campaign.

RESPONSIBILITIES

The Director of Development will plan, direct and coordinate all development activities, major fundraising activities and special projects, by fulfilling the following responsibilities:

DEVELOPMENT

- Create and implement a detailed annual development plan and strategy.
- Lead and manage the organization's overall development efforts to raise \$2.5 million annually from a balanced range of sources: 60% foundations, 15% individuals, 10% government, 5% corporations, and 10% events.
- Manage the organization's \$6.25M Next Phase Campaign.
- Develop and grow the organization's individual donor base; manage the annual giving campaign; and build new and robust relationships with existing and new major gifts donors who can commit to the future of Gibney at high levels.
- In partnership with the Artistic Director & CEO, grow the size of the Board of Directors and foster and enhance the Board's fundraising capacity and ability.
- Cultivate and nurture relationships with current and potential corporate and foundation sponsors and manage the annual institutional giving program, including

establishing short- and long-range goals for public and private grant sources (government agencies, corporations and foundations); writing proposals and reports, and ensuring organizational compliance with grant requirements.

- Plan and execute an annual Benefit to meet a \$300-500,000 goal and implement other fund raising and cultivation events
- Supervise database and coordinate activities of staff engaged in maintaining records of contributors and grants. Maintain security and quality controls, and generate reports.
- Maintain accurate accounting of all unrestricted income and its sources. Interface with the Development and Finance teams to fulfill information requests and maintain reporting accuracy.
- Prepare and manage annual fundraising revenue and expense budgets and work closely with the Finance team to develop financial models and projections for Gibney's long-term strategic growth
- Supervise all employees in the Development Department, including an Institutional Giving Manager, Development Manager, and Development Intern. Carry out supervisory responsibilities in accordance with the organization's policies and applicable laws. Responsibilities include interviewing, hiring, and training employees; planning, assigning, and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems.
- Train and lead other staff to support fundraising and cultivation efforts.

BOARD MANAGEMENT

- Work closely with the Artistic Director & CEO to manage relationships with Board Members
- In coordination with the Artistic Director & CEO, prepare all logistics and materials for Gibney Board of Directors meetings
- Manage the Development and Benefit Committees of the Board of Directors, in conjunction with Committee Chairs; Serve on the Finance Committee of the Board.
- Assist Artistic Director & CEO and Finance team with the preparation of financial documents and reports for the Board Finance Committee

DEPARTMENTAL AND INTERDEPARTMENTAL COLLABORATION

- Maintain excellent communication channels with the wider Gibney staff in order to accurately reflect programs to donors and ensure organizational compliance with grant requirements.
- Manage weekly Development Department meetings.

OTHER

- Perform office management and other administrative duties as needed.

QUALIFICATIONS

- Bachelor's degree in a related field. Professional development training preferred
- 5-10 years of nonprofit fundraising/development experience, preferably with significant foundation and major donor fundraising experience
- Demonstrated commitment to culture, performing arts, and social justice issues; familiar with campaign strategies; comfortable in an entrepreneurial environment
- Proven track record of achieving revenue targets and/or a quota of over \$1M annually
- Proven management and leadership capabilities
- High energy, focused, strategic, entrepreneurial, high level of attention to detail, high degree of personal investment and initiative
- Strong verbal communications skills and demonstrated ability to write clearly and persuasively
- Strategic and resourceful. Demonstrated ability to prospect, cultivate, and manage new contacts and constituents
- Strong partnership-building and event planning skills
- High level of comfort with technology and experience with database programs
- Excellent written communication, research, and organizational skills.
- Ability to develop and manage budgets and prepare financial reports.
- Ability to work well under pressure and be able to handle several projects at one time.
- Proficiency in Microsoft Office and database management experience (Salesforce/PatronManager preferred).

APPLICATION INSTRUCTIONS

To be considered for the position, please email the items below in one PDF-formatted file with your name as the filename to position@gibneydance.org. Include "Director of Development" as the email's subject line. Submissions must include a substantive cover letter, résumé, contact information for three professional references, and up to three development writing samples that demonstrate the full range of your work as a strategic thinker and writer.

All expressions of interest and conversations will be held in the strictest confidence; references will not be contacted without the candidate's permission. Incomplete submissions will not be considered nor will submissions sent via postal mail or fax. **No calls please.**

Prospective applicants are strongly encouraged to review Gibney's website at www.gibneydance.org before submitting materials for consideration. Gibney will not consider submissions from applicants that do not have the required experience. Gibney will not consider submissions through employment agencies or online services.



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GIBNEY IS AN EQUAL OPPORTUNITY EMPLOYER.

ABOUT GIBNEY

Gibney is a trailblazing organization whose mission is to bring the possibility of movement where it otherwise would not exist. Founded in 1991, Gibney is a comprehensive arts organization dedicated to artistic excellence, diversity, equity, and empowerment. Its multifaceted programs and initiatives across two locations—Gibney Choreographic Center at 890 Broadway, and Gibney: Agnes Varis Performing Arts Center at 280 Broadway—engage New York City dance artists at all stages of their careers. Through its three interrelated areas of activity – Center, Company, and Community Action, Gibney is “Making Space for Dance,” in studios, on stages, and in underserved shelters and schools.

GIBNEY CENTER is a powerhouse of cultural support for the performing arts community and the City itself. In 2010, Gibney completed its first physical expansion, growing from a single studio at 890 Broadway to an eight-studio complex encompassing the building’s entire fifth floor. In 2014, the City of New York invited Gibney to expand to 280 Broadway, allowing the organization to build on its history of excellence as a home for classes and rehearsals and as a model for integrating arts and social action.

Today, Gibney Center is a performing arts complex with 23 studios; 5 performance spaces; a visual arts gallery; a Digital Technology Workroom; a Learning & Leadership Studio for professional development programs; and a Community Action Hub for social action work. The organization continues to explore the full potential of its offerings, build on the Center’s programs, and support the artistic development of the New York City dance community.

GIBNEY DANCE COMPANY is the Center’s acclaimed resident dance ensemble, led by choreographer Gina Gibney, Senior Company Director Amy Miller, and Co-Director Nigel Campbell. Since its founding in 1991, the Company has developed a repertory of over thirty works that have been performed throughout the US and abroad. In honor of the Company’s 25th Anniversary in 2016, its members’ roles were re-envisioned as full time Artistic Associates, dedicated partners who serve the organization through artistry, activism, and advocacy. Serving as a model for other dance organizations, Gibney empowers these partners to envision and implement community programs to address pressing issues in the dance field and effect lasting social change.

GIBNEY COMMUNITY ACTION is on the leading edge of mobilizing the arts to address social justice issues. This highly respected program uses dance to inspire artists and community members alike through multiple platforms, including Movement Workshops that empower domestic violence survivors; Hands are for Holding, which engages NYC youth on the topic of



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violence and bullying prevention; Global Community Action Residencies that share Gibney's social action model and practices internationally; the Community Action Hub and its resources for social change-minded artists; and Advocacy Initiatives that spread awareness and mobilize artists to respond to social issues.

Gibney is currently embarking on a Next Phase Campaign. This three-year initiative (FY18 – FY20) is designed to raise \$6.25 Million with the purpose of ensuring organizational stability for the future. The campaign is comprised of a \$4M construction project goal and a \$2.25M organizational stability goal that will increase Gibney's cash reserve, establish a facility reserve, and increase staff capacity.

Gibney was founded and continues to be led by CEO & Artistic Director Gina Gibney. It is an artist-founded and -driven organization.

The culture of Gibney is collaborative, fast-paced, and forward-focused, with an emphasis learning, innovation, and advancement. Gibney is invested in technology, process improvement, and training, and the organization manages to accomplish extraordinary goals efficiently. The working environment is open and transparent, and the staff is devoted, driven, and focused on service to the dance field and larger community. The Gibney culture is dynamic, collaborative, and community-focused.

The organization has a dynamic 21-member Board of Directors with strong corporate and personal connections. Throughout the history of the organization, the Board has provided a high degree of stability and engagement, and strategic Board development has resulted in a recent infusion of new talent and vitality.