



GINA GIBNEY DANCE, INC.

DEPUTY DIRECTOR OF DEVELOPMENT

NEW HIRE

Gibney's mission is to tap into the vast potential of movement, creativity, and performance to effect social change and personal transformation. Gibney's vision is to bring together communities working at the intersection of art and social justice to build momentum and catalyze action beyond the studio and stage.

Gibney is a dance company, a performing arts hub, and a social action incubator located in New York City. Our artistically acclaimed and socially active **Company** of Artistic Associates performs works by renowned and rising contemporary choreographers. Gibney's **Community** initiatives use art to prevent and move beyond violence 365 days a year. We are the steward of two beautiful locations comprising a vibrant performing arts **Center**. Through expansive programming, we push boundaries, address pressing issues, lift voices, and mobilize the power of movement to transform lives and, in turn, change the world.

Gibney embodies ...

Respect – *we are considerate, thoughtful, and act with integrity.*

Advocacy – *we are supportive, principled, and catalytic.*

Responsibility – *we are collaborative, responsive, and dedicated to sustainable change.*

Action – *we are resourceful, proactive, enterprising, and resilient.*

Equity – *we are inclusive and committed to justice, anti-racism, anti-oppression, and diversity.*

These values are intrinsic to Gibney and guide how we interact with our core communities.

POSITION SUMMARY

The Deputy Director of Development (DDOD) is a knowledgeable, proactive, resourceful, and motivated development generalist and leader. They bring significant experience and skillsets around development operations, institutional giving, individual giving, and events. Importantly, they serve as a thought partner to the Senior Director of Development (SDOD) and offer additional development-related support to the Founder, Artistic Director & CEO (CEO) and Board of Directors.

The DDOD joins Gibney at a unique time, following the organization's difficult, but successful navigation of the COVID-19 pandemic and the transformative expansion of Gibney Company. The DDOD advances Gibney's trajectory as part of a coordinated development team working toward its growing contributed income goals of \$5M+ within a \$9M+ organizational budget.



A key member of Gibney's Directors Team, the DDOD reports to the SDOD and will function as the SDOD's "right hand," actively participating in the strategy and implementation of the annual development plan. As a generalist, the DDOD will provide guidance as well as hands-on participation across all areas of fundraising. The DDOD will further support the SDOD's creation and launch of new efforts like a formalized major gifts program, elevated Gala, and so forth.

For the first six (6) months, the SDOD and DODD will supervise the development team together, to align plans and priorities and establish a strong team culture. The team will then transition to reporting directly to the DDOD. These direct reports include an Institutional Giving Manager (IGM), Events Manager (EM), and Database Manager (DM). In addition, the DDOD will regularly collaborate with the CEO, Executive & Board Liaison (EBL), members of the Board of Directors, and Gibney stakeholders.

This position requires frequent on-site presence at Gibney Center, including 890 and 280 Broadway, in accordance with Gibney's Hybrid Work Policy. Please note that all staff must be fully vaccinated and boosted per Gibney's Employee Vaccination Policy.

RESPONSIBILITIES

DEVELOPMENT OPERATIONS & LEADERSHIP

- Actively and collaboratively helps generate \$5M+ in contributed income annually
- Supports the CEO, SDOD, Board, Executive Leadership Team, and Staff in efforts to steward and attain new resources in support of organizational goals
- Supports the organization's chief fundraisers and organizational relationship-builders, independently stewarding existing relationships and cultivating new relationships as appropriate and/or assigned
- Supervises the IGM, EM, and DM (after the first 6 months), creating a motivated and collaborative team culture, while also leveraging the strengths of each team member
- Oversees, develops, and streamlines sound development operations procedures around: CRM database, prospect research, moves management, gift notification, donor segmentation, timely gift acknowledgement and recognition, and more
- Monitors and refines development operations procedures over time for increased efficiency, personalization, and sustainability
- Implements an annual communications plan, in a coordinated effort with the Marketing team, to keep supporters/prospects engaged, informed, and focused
- Leads the annual tracking, reconciling, and reporting around contributed revenue actuals vs. budgeted goals, further ensuring accurate record-keeping departmentally, with the finance department, and within the CRM database
- Participates in development team meetings and other development-related meetings, leading meetings as requested



INSTITUTIONAL GIVING

- Manages individual Leads the growth and management of the institutional giving portfolio, inclusive of foundations, corporations, and government agencies, with a focus on sustainable and multi-year grant opportunities
- Manages institutions' moves management to keep the CEO, Board, SDOD, and development team on track with strategic and systemized touchpoints
- Creates and activates a corporate giving strategy in partnership with the SDOD and CEO
- Develops funder/prospective funder meeting strategies, ensuring all parties are prepared
- Acts as the secondary grant writer, delegates and oversees the IGM's grant writing and proposal preparation, and reviews and approves grants prior to submission, at times in tandem with the SDOD
- Monitors the grants calendar and ensures the timely delivery of LOIs, applications, proposals, and all regular, interim, and final reports
- Coordinates and communicates grant requests, materials, and funding decisions with leadership, the finance team, and any involved program teams
- Manages proposals, management, record-keeping, and reporting around all capital grants
- Ensures organizational compliance with grant requirements and restrictions

INDIVIDUAL GIVING & MAJOR DONORS

- Manages segments of the individual giving portfolio, actively building donor relationships
- Manages individual donors' moves management to keep the CEO, Board, SDOD, and development team on track with strategic and systemized touchpoints
- Supports the creation and implementation of a major gift strategy and program
- Develops digital and direct appeals, as well as ad hoc and personalized solicitations
- Regularly conducts prospect research

EVENTS

- Leads the implementation of all fundraising events, including a Gala, and cultivation events
- Develops backend collateral needed for Gala-related meetings, conversations, and early solicitations as well as marketing messages, night of remarks, and more
- Manages honorees, co-chairs, committees, and sponsors throughout the event process
- Develops and implements timely, proactive, and creative event follow-up plans
- Leverages existing opportunities (e.g., planned rehearsals, residencies, performances, etc.)—as opposed to added, standalone events—for cultivation and stewardship

BOARD RELATIONS

- Manages individual Participates as a staff leader on the Board's Strategic Advancement Committee
- Creates collateral and other materials for Board members' personalized fundraising efforts
- Supports Board development and onboarding efforts as needed
- Prepares financial documents, reports, and other information for the Board as requested



OTHER

Gibney is a growing organization and employees are often called upon to perform other duties that are essential to accomplish organizational goals and meet important deadlines. This kind of work should only be disseminated by the direct supervisor of that staff member and include relocating their original work for that time frame.

NONPROFIT EMPLOYMENT CONSIDERATION

Gibney is a mission-based nonprofit performing arts organization. Working in this sector can be personally rewarding with intrinsic benefits and distinct opportunities for growth. However, the compensation will never match that of the private sector or more highly resourced art forms. Candidates for employment are advised to carefully consider their decision to work in this field before seeking or accepting employment at Gibney.

EQUAL OPPORTUNITY STATEMENT

Gibney provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type because of race, color, religion, sex, sexual orientation, gender identity or expression, the status of being transgender, age, national origin, marital status, citizenship or veteran status, disability, or any other characteristic protected by law. This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation, and training.

Gibney is strongly committed to providing reasonable accommodations of disabilities during the application and hiring process. If required, please contact Senior Manager of Human Resources, Mario Alberto Flores at mario@gibneydance.org.

IDEAL QUALIFICATIONS

- 8+ years of nonprofit fundraising experience, preferably in dance or performing arts
- 3+ years leading, building, and managing teams in a growing nonprofit
- Master's degree in a related field and/or related experience is preferred
- Commitment to inclusion, diversity, equity, and access in the workplace and sector
- Demonstrated contributed income generation for a \$6M+ nonprofit organization
- Exceptional attention to detail
- Considerable experience developing and/or leading development operations processes
- Considerable experience generating revenue through individual giving and major gifts
- Considerable grant writing and institutional giving experience
- Ability to build relationships with stakeholders of all different kinds
- Persuasive and clear communication skills—both verbally and in writing
- Ethical work behavior with a high degree of confidentiality and discretion
- Strong understanding of budget management, preparation, analysis, and reporting
- Proven planning, strategizing, delegating, facilitating, and implementation skills



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APPLICATION INSTRUCTIONS

To be considered, please submit your application to: Jenny Thompson, Managing Director of Strategy, at jenny@gibneydance.org with "Deputy Director of Development" in the subject line.

Your application should include a resume, a substantive cover letter that describes your interest in and qualifications for this position, and the names of at least three professional references who can speak to your leadership and fundraising qualifications. Please submit your application electronically as one PDF document. All applications will be treated as confidential, and references will not be contacted without the candidate's knowledge and agreement. Incomplete submissions will not be considered nor will submissions that are sent via postal mail, fax, or phone.

Please note that the salary range for this position is \$80,000 to \$90,000. Exceptionally qualified candidates will be considered at levels commensurate with their qualifications and experience.