



GINA GIBNEY DANCE, INC.

EVENTS MANAGER

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 Events Manager (EM) is a proactive, hospitality-oriented, and resourceful project manager dedicated to balancing the logistics of event planning with the nuances of fundraising and relationship-building. The successful candidate brings fundraising events experience, a deep love of dance and the performing arts, and an affinity with Gibney's mission.

The EM works as an integral member of a coordinated development team consisting of Senior Director of Development (SDOD), a Deputy Director of Development (DDOD), an Institutional Giving Manager (IGM), and a Database Manager (DM). The EM further collaborates with the Founder, Artistic Director & CEO (CEO), Executive & Board Liaison (EBL), members of the Board of Directors, and Gibney stakeholders. The EM's functional role involves the management and implementation of Gibney's annual Gala, cultivation events, and various engagement opportunities for prospects and supporters throughout each year.



Reporting to the DDOD, the EM is a full-time, non-exempt position. 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 staff must also be fully vaccinated and boosted per Gibney's Employee Vaccination Policy.

RESPONSIBILITIES

GENERAL DEVELOPMENT

- Collaborates with the development team to help raise \$5M+ annually
- Drafts personalized event invitations and follow ups from the CEO, SDOD, and others
- Upholds accurate event participant and supporter recognition
- Maintains a high level of organization in development files, archives, and database
- Interfaces with the DM and finance team to maintain event reporting accuracy
- Participates as a staff guest on the Board's Strategic Advancement Committee
- Participates in weekly development team meetings

GALA & FUNDRAISING EVENTS

- With the SDOD and DDOD, manages the annual Gala and any other fundraising events, activating planning milestones across the full fiscal year to promote fundraising success
- Manages all Gala/fundraising event logistics from venue scouting and vendor engagement to run-of-show planning, look book creation, night-of volunteer management, etc.
- Manages the logistics of all tangential Gala/fundraising event revenue projects such as live or silent auctions, Ad Journals, raffles, calls to action, text-to-give opportunities, etc.
- Collaborates with the Marketing team to manage a coordinated Gala/fundraising event communications plan across direct mail and digital platforms
- Tracks all invitations, RSVPs, and pledges, revenue, and expenses
- Monitors comps to ensure revenue is maximized and comps are seated strategically
- Supports the implementation of timely event follow-up to steward attendees

CULTIVATION EVENTS & ENGAGEMENTS

- Manages cultivation events, coordinating all aspects of event planning from the collaborative conception around the hook for each event to invite list segmentation, outreach, and follow-up; host committee and/or host plans; logistics and hospitality; internal event briefs, staffing, and look books; and post-event follow up
- Coordinates the logistics around bespoke cultivation efforts (e.g., a post-show toast with artists, private open studio visits, etc.) built around existing engagement opportunities such as planned rehearsals, residencies, performances, etc.
- Manages on-site meetings or site visits with funders, donors, and/or prospects including logistics and onsite hospitality



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.

QUALIFICATIONS

The model candidate will possess the following experience and qualifications:

- An appreciation for Gibney's mission, the performing arts, and social justice
- A minimum of 1 year of work experience in nonprofit development, preferably within an arts nonprofit; 2+ years of experience is a plus
- Bachelor's degree in a related field and/or relevant experience
- Experience planning and implementing 6-figure+ fundraising events
- Commitment to inclusion, diversity, equity, and access in the workplace and sector
- Excellent project management skills
- Exceptional attention to detail
- Ability to develop and manage budgets and financial reports
- Excellent verbal and written communication skills
- Ethical work behavior with ability to maintain confidentiality and a professional demeanor
- Ability to work independently and within a collaborative team environment



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- Database experience - Salesforce/PatronManager experience highly preferred
- Availability to work occasional nights and weekends

APPLICATION INSTRUCTIONS

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

Your application should include a resume, a cover letter that describes your interest in and qualifications for this position, and the names of at least two professional references. Please submit your application electronically in 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 \$40,000 to \$45,000. Exceptionally qualified candidates will be considered at levels commensurate with their qualifications and experience.