



DEVELOPMENT MANAGER

JOB DESCRIPTION

June 2026

POSITION SUMMARY

The Development Manager drives the expansion of MOVE|NYC|'s individual giving portfolio, overseeing our major donor circle and annual campaigns, developing new giving and engagement opportunities, supporting our annual gala and cultivation events, and managing Board development efforts. They will additionally support select institutional giving activities. Reporting directly to the Executive Director, this full-time, exempt, hybrid role carries significant responsibility for meeting the organization's \$1M annual contributed income budget. The ideal candidate is an ambitious, justice-driven fundraising professional with at least 2 years of nonprofit development experience who thrives in a mission-forward environment. They bring exceptional relationship-building and communication skills, sound judgment, and a collaborative spirit, and are energized by the opportunity to make a lasting impact on the next generation of dance artists and the performing arts ecosystem.

KEY RESPONSIBILITIES

INDIVIDUAL GIVING (50% of time)

- Oversee annual giving campaigns and the cultivation/stewardship of the major donor circle
- Manage donor and Board relationships, including site visits, event invitations, and gift solicitation timelines
- Implement donor engagement strategies, including the launch of a Junior Board and an alumni giving circle
- Conduct research into individual donors to identify opportunities for giving potential and increased renewals
- Partner with the Marketing & Programs Teams to execute seamless fundraising campaigns and events
- Prepare and participate in Board Development & Gala Committees and staff meetings, distributing action items

SPECIAL EVENTS (30% of time)

- Play a key role in planning and executing the annual gala, including timeline management, guest lists, sponsorship coordination, and donor experience
- Coordinate cultivation events and other opportunities to engage individual donors and deepen relationships

DATABASE OPERATIONS (10% of time)

- Manage CRM (Bloomerang) and ensure accuracy of relationship tracking/pipelines and gift processing
- Generate queries, reports, and provide data analyses to support budgeting and fundraising opportunities
- Collaborate with the Finance Team to perform monthly reconciliations of contributed income

GRANT COMPLIANCE SUPPORT (10% of time)

- Draft introductory materials and select Letter of Inquiry narratives for funding opportunities
- Support preparations for all necessary cross-departmental fundraising materials (board lists, financial statements, work samples) for complex proposals led by the Institutional Giving Team
- Research and track new funding opportunities, as needed

MOVE|NYC| is a growing non-profit and employees are often called upon to perform other duties that are necessary to accomplish organizational goals and meet important deadlines. Any such assignments will be communicated by the employee's direct supervisor and accompanied by appropriate adjustments to existing workload and priorities.



SCHEDULE

The Development Manager is a position exempt from overtime, generally scheduled to work 40 hours per week. Occasional evenings and weekends are required for annual activities and events. General office hours are Monday to Friday between 10:00 AM and 6:00 PM. The role is primarily remote, with in-person expectations including donor and board meetings and events as scheduled, as well as monthly to quarterly team meetings in New York City.

COMPENSATION & BENEFITS

The Development Manager is a full-time, exempt position and the salary is \$66,300 - \$75,000 annually. As a full-time employee you are eligible for health, vision, and dental insurance, a 403(b) retirement plan, vacation leave, 13 paid holidays, paid sick leave, and further benefits. MOVE|NYC| offers the highest available salary our budget can meet.

QUALIFICATIONS

- ❑ **Experience:** Minimum of 2 years of direct experience in nonprofit development or fundraising, with demonstrated success in individual giving and/or major gifts
- ❑ **Key Competencies:** Eager to learn, possess exemplary communication and organizational skills, skilled at building and sustaining relationships, adept at both independent work and collaborative team settings, a strategic problem-solver, and possess strong attention to detail
- ❑ **Work Ethic:** Thrives in a vision-forward environment, demonstrating proactive initiative to achieve ambitious organizational goals; driven by passion for the performing arts, justice, & youth development
- ❑ **Project Management & Efficiency:** Capable of managing multiple time-sensitive and concurrent projects
- ❑ **Technical Skills:** Proficiency with Google Suite and Microsoft Office; Proficient with CRM tools, fundraising platforms and donor databases (e.g., Bloomerang, Givesmart) is a plus
- ❑ **Sector Specificity (not required):** Previous experience within a performing arts nonprofit setting is a plus

APPLICATION INSTRUCTIONS

Application Launch Date: Monday, June 1, 2026

Application Desired Due Date: Monday, July 6, 2026 (*position will remain open until filled*)

Position Desired Start Date: Monday, August 17, 2026 (*position will remain open until filled*)

Interested candidates should apply by submitting an application online by visiting this link: www.movenyc.nyc/job-opportunities. Please submit a resume that reflects position experience. Please include a cover letter that features your personal statement and details your interest in the position, career goals, and supporting experience. Successful applicants will be contacted for a maximum of two rounds of interviews.

MOVE|NYC| OVERVIEW

Founded in 2015, MOVE|NYC| is a civic arts and social justice organization committed to cultivating a more diverse and inclusive society through transforming the field of professional dance. In just eleven years, the organization has become an industry leader in providing mentorship, professional development, and artistic training to young dancers, historically to those who identify as BIPOC and/or lack financial resources to acquire the tools necessary for a dance career. Through unparalleled and primarily tuition-free training, mentorship, and career support, we empower the next generation of artists to break boundaries, honor their unique stories, and move the field forward. By preparing young artists to succeed not only as dance professionals but as engaged, global citizens, we are priming a new generation for leadership in a rapidly changing world. MOVE|NYC| is creating a world where exceptional talent thrives—no matter where it begins.

Learn more about our mission, program offerings, and other activities by visiting this link: <https://www.movenyc.nyc/>

MOVE|NYC| Foundation Inc. is an equal opportunity employer. NYS Law prohibits discrimination because of age, race, creed, color, national origin, sexual orientation, military status, sex, disability, predisposing genetic characteristics, marital status, domestic violence victim status, carrier status, gender identity or prior conviction records, or prior arrests, youthful offender adjudications, or sealed records unless based upon a bona fide occupational qualification or other exception.

MOVE|NYC| is a civic arts and social justice organization committed to cultivating a more diverse and inclusive society through transforming the field of professional dance.