

Job Description

American Dance Festival, Inc.

Full-time year around position (exempt)

Position Title: Director of Grants and Development Operations

Reports To: ADF Executive Director

Supervises: Development Assistant, summer intern, seasonal interns as needed, and volunteers

Salary and Benefits: This is a full-time, exempt salaried position. Salary hiring range \$40,000 to \$45,000 depending on experience and qualifications. ADF offers an excellent benefits package for full-time employees that includes PTO (holidays, vacation, sick time, and personal time), plus health, long and short-term disability, dental, and life insurance and a 401K with a 4% match.

Qualifications: A successful candidate will: have excellent communication skills, both oral and written; be highly organized and detail oriented; be able to consistently meet deadlines, prioritize, and function independently or as active team member; work well in a fast-paced environment; be proficient with Microsoft Word (including mail merge), Excel, and databases (Filemaker Pro preferred); be able to manage sensitive and confidential information with integrity; be able to work nights and weekends, especially during the season (June – July). Must have at least 2 years of development and grant writing experience. Bachelor's degree required. Knowledge of the NC Triangle community preferred.

Job Summary: The Director of Grants and Development Operations is a full-time position responsible for all aspects of cradle-to-grave grants management. This role will manage the grants calendar and ensure that all deadlines are met, write and gather support materials for all proposals, and complete all grant reporting requirements, among other responsibilities. The Director of Grants and Development Operations composes and collects information for the Annual Report. The Director of Grants and Development Operations generally supports the development team with any writing/proposal needs, comprehensive campaigns, fundraising events, mailings, etc. as needed.

Responsibilities include but are not limited to the following:

Manage grant writing, research, reporting, and correspondence:

- Grants calendar and project timelines

- Research prospective foundation and government grants and corporate sponsorship opportunities
- Composition of proposals, interim and final reports, and acknowledgment letters for foundation, government, and corporate grants
- Meetings with ADF's Executive Director and other departments (as applicable) to compose narratives and collaborate on necessary reporting and budget requirements
- Data and support materials collection needed for grant proposals and reports including playbills, brochures, press articles, photos, work samples, and statistics
- Oversee the data collection of all ADF activities from ADF staff and create the season statistics sheet
- Manage foundation and government hard and electronic files and database reports

Manage sponsor benefits and recognition:

- Maintain and update government officials and funder personnel lists
- Maintain and update season sponsor logos used for recognition throughout the season and fiscal year including printed materials, website interface, newsletters, e-blasts, and social media campaigns
- Document and share approved funding credits for the ADF season with ADF Executive Director and Communications and Marketing Department

Manage other grants and development related tasks:

- Organize corporate, foundation, government mailings
- Maintain a complimentary ticket list for funder and prospect VIPs
- Collect data and compose language used in the ADF Annual Report
- Work with Discover Durham to prepare ADF's economic impact report
- Renew NC and NY Charitable Solicitation Licenses and SAM registration

In collaboration with Executive and Development Staff:

- Assist with the annual Fête and other donor events
- Create the master contributors List used in the playbill and annual report
- Support solicitation, season, Fête, and annual report mailings
- Provide updates to and collaborate with the board's development committee
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Anticipated start date: early September

To apply:

Please email a cover letter, resume, writing sample, and three references to adf@americandancefestival.org with **Director of Grants and Development Operations** in the subject line by **September 3**. No phone calls, please.