

## **Chief Advancement Officer**

**Organization:** National Dance Institute

**Location:** Hybrid

**Position Type:** Full-Time

**Salary Range:** \$175,000 to \$200,000

### **About Us:**

National Dance Institute (NDI) envisions a world in which every child experiences the arts as an essential part of their education. Since its founding in 1976 by legendary ballet dancer Jacques d'Amboise, NDI has been guided by the belief that the arts are critical to a child's social development, hold the power to transform lives, and that background, ability, identity, or zip code should never be a barrier to any child's participation. NDI's mission is to provide children with spirited dance and music classes that spark learning in and through the arts. At NDI, dance and music are the vehicles for connection, self-discovery, and personal and collective growth. The joy, agency, and feeling of accomplishment that students experience with NDI carry over into all aspects of their lives and learning.

### **Position Overview:**

The Chief Advancement Officer will play a pivotal role in driving NDI's fundraising and advancement strategies. This dynamic leader will oversee a team of six full-time professionals, as well as part-time volunteers and interns, focusing on wide-ranging strategies including cultivating relationships with a diverse donor base, securing major gifts and funding from a broad constituency, planning effective and creative special events, and managing a comprehensive campaign to enhance our infrastructure and programmatic impact. The ideal candidate will have a passion for the arts, a proven track record in nonprofit fundraising, and the ability to inspire and lead a team toward achieving ambitious and growing goals.

### **Key Responsibilities:**

#### **1. Strategic Leadership:**

- Develop and implement a comprehensive advancement strategy that aligns with NDI's mission and growth objectives.
- Collaborate with the Executive Director, Artistic Director, and Board of Directors to set annual and long-term fundraising goals.
- Lead the Development Committee comprised of Board members, staff members, and external stakeholders.

#### **2. Team Management:**

- Lead, mentor, and develop a team of six fundraising professionals, fostering a collaborative and results-oriented work environment.
- Conduct regular team and individualized meetings to review progress, celebrate successes, and address challenges.

#### **3. Campaign Management:**

- Oversee the planning and execution of a major fundraising campaign, ensuring alignment with organizational goals and donor engagement strategies.
  - Monitor campaign progress and adjust strategies as necessary to meet fundraising targets.
4. **Donor Relations:**
- Cultivate and maintain relationships with individual, corporate, government, and foundation donors.
  - Develop and implement a comprehensive stewardship plan to enhance donor engagement and retention.
5. **Fundraising Strategy:**
- Identify and pursue new funding opportunities, including grants, major gifts, and corporate sponsorships.
  - Oversee the preparation of grant proposals and reports, ensuring compliance with funding requirements.
  - Coordinate with the Marketing and Communications department to promote brand awareness and fundraising efforts.
6. **Community Engagement:**
- Represent NDI at community events, networking opportunities, and with key stakeholders to promote the organization and its mission.
  - Collaborate with other departments to ensure fundraising efforts are integrated and prioritized with program initiatives and community outreach.
7. **Reporting and Analysis:**
- Analyze fundraising data to assess performance and inform strategic decisions.
  - Prepare regular reports and presentations for the Executive Director and Board regarding fundraising progress and outcomes.

**Qualifications:**

- Bachelor's degree in nonprofit management, arts administration, business, or a related field; advanced degree preferred.
- Minimum of 7 years of high-level experience in nonprofit fundraising, with a focus on major gifts, campaigns, and donor relations.
- Proven leadership capabilities, with a track record of managing and developing a successful team.
- Strong understanding of the nonprofit arts sector, particularly in dance and arts education.
- Excellent communication and interpersonal skills, with the ability to inspire and engage diverse audiences.
- Demonstrated success in building relationships with donors and securing significant funding.
- Proficiency in fundraising software and CRM systems.

**What We Offer:**

- A dynamic and inclusive work environment that values creativity and collaboration.
- Opportunities for professional development and growth within the organization.
- Competitive salary and benefits package.

**Application Process:**

To apply, please submit your resume, a cover letter outlining your relevant experience, and three references to [hire@nationaldance.org](mailto:hire@nationaldance.org). Applications will be reviewed on a rolling basis until the position is filled.

Join us at National Dance Institute and help us inspire children to excellence through the arts!

*NDI is an equal employment opportunity employer. Our policy is to select, place, train and promote the best-qualified individuals based upon relevant factors such as work quality, attitude, and experience. We do not discriminate on the basis of race, religion, creed, color, national origin, sex, age, disability, marital status, familial status, military status, domestic violence status, sexual orientation, predisposing genetic characteristics, or any other factor protected by applicable federal, state or local law.*