

TRANSCENDANCE YOUTH ARTS PROJECT IS HIRING A DEVELOPMENT DIRECTOR

MISSION

To guide young people in underserved San Diego County communities to transcend barriers, expand their ambitions, and create positive change for themselves, their families, and communities, through dance and performance.

OPPORTUNITY

It is an exciting time for a highly experienced Development Director to join the transcendANCE team. With a new Art Center in Lemon Grove and a very successful \$400,000 capital campaign behind them, they are looking forward to a bright new future. The Development Director, along with the seasoned, part-time Individual and Corporate Giving Manager, has all the tools to develop and implement winning strategies – solid leadership, a national reputation for high quality programs and services, and a stable financial position.

The Development Director is an essential member of the transcendANCE team - responsible for all development, communications, and marketing efforts that enable it to maintain its high standard for program and service provision while continuing its healthy growth trajectory. This is a tremendous opportunity for a non-profit professional to maximize and strengthen the internal capacity of a well-respected, high-impact Creative Youth Development non-profit organization serving San Diego County communities.

TO APPLY

Review this job profile, its responsibilities, and qualifications. If this opportunity looks like it fits with well with your skills, experience, and career goals, we'd love to hear from you.

Send a resume and cover letter describing the ways in which you can add value to transcendANCE's development work. What can you bring to the position that sets you apart? How does transcendANCE's mission align with your own mission and values.

The deadline is September 17, but we will begin to interview qualified candidates before the deadline. Send your documents in one PDF ASAP to Victoria@artcareercafe.com.

OUR COMMITMENTS TO EQUITY AND EQUAL EMPLOYMENT OPPORTUNITIES

In 2020, transcendANCE began a more intentional effort to develop a Racial Equity strategic plan that involves a collaboration of voices, including representation from all facets of the organization. The map of long-term endeavors includes trainings and a review of organizational policies and practices to ensure alignment with the strategic vision, and ongoing opportunities to integrate and embed an ever-deepening awareness. The goal of the equity work is not static; it is an ongoing

Studio Address

7755 North Ave.
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Mailing Address

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commitment to co-create an environment wherein naming and addressing power dynamics, isms, inequities, privilege, and biases, is an essential experience of the collective safe space.

transcenDANCE is committed to providing equal employment opportunities to all employees and applicants without regard to race, color, religion, national origin, ancestry, gender, sex, gender identity or expression, age, medical condition, sexual orientation, marital status, citizenship, pregnancy, physical or mental disability, genetic information, veteran status, military status, caregiver status or any other characteristic protected by federal, state, or local laws.

POSITION DESCRIPTION

At transcenDANCE, collaboration is an active organizational value. The Development Director is a core staff member and a strategic and collaborative thought-partner with the Executive/Artistic Director, core Staff, and the Board of Directors. The Development Director leads the development and implementation of the annual fundraising and marketing strategy, working alongside the ED/AD, core Staff, and the Board to chart the organization’s course; proactively identifying organizational opportunities; and together addressing the inevitable challenges as they arise. This position requires a high capacity for honesty and transparency, an instinctual ability to communicate candidly with co-workers about issues affecting all aspects of the organization, and the genuine enjoyment of working in a highly collaborative environment with team members.

The Development Director has support from and supervises the part-time Individual and Corporate Giving Manager, as well as the consultants (marketing and graphic design) and event volunteers who complement them. This position is defined by three areas of responsibility, each of which reinforces the other: Development Leadership/Strategy (20%); Grants Management (65%); and Communications/Marketing (15%).

transcenDANCE has a successful history with funders, who support them through private foundations, corporations and businesses, and all levels of government. Thus, the primary focus of this position is grants management, requiring grant research and proposal writing, as well as preparing and filing reports for funders, and other related management tasks. The Development Director’s responsibility for the thoughtful cultivation of potential donors and gracious stewardship of existing donors is achieved with assistance from the Individual and Corporate Giving Manager.

Communications/Marketing responsibilities are fulfilled with assistance from the marketing consultant and graphic design consultant. While a smaller portion of the overall position, communications and marketing are critical to transcenDANCE’s ability to increase its student body and promote transcenDANCE’s accomplishments, productions, and opportunities for participation.

This is a permanent, full-time, exempt position with supervisory responsibilities that reports to the Executive/Artistic Director (ED/AD). The annual salary is budgeted at \$60,000 and has a benefits package that includes health insurance and paid vacation.

ESSENTIAL DUTIES

DEVELOPMENT

Leadership & Oversight

- Develop transcenDANCE's annual fundraising plan, in partnership with the Executive/Artistic Director, Board of Directors, and the Individual and Corporate Giving Manager, and collaboratively oversee its implementation.
- Secure financial support from individuals, foundations, and corporations.
- Lead special fundraising campaigns to support the organization's strategic goals.
- Meet frequently with ED/AD to review the grants pipeline and projections for individual, corporate and earned income, adjusting strategies when necessary.
- Working with the ED/AD and Finance Consultant, provide report monthly on contributed income cash flow projections to enable accurate assessments of the organization's financial position.
- Working in collaboration with the ED/AD, Board of Directors and the Individual and Corporate Giving Manager, create and execute a strategy for building a large and sustainable base of annual individual donors.
- Create and lead the implementation of the annual marketing plan.
- Lead and ensure implementation of all Communications/Marketing functions, with support from key Board members, consultants, and volunteers.
- Attend monthly Board meetings and provide progress/activity reports as appropriate for all areas of responsibility.
- Manage Donor Perfect's use as a tool to optimize gifts and our understanding of the state of our donors. Oversee staff responsible for data entry and gift processing.
- Speak publicly about transcenDANCE at various events, as appropriate.

Grants Management

- Conduct grant research and make recommendations to ED/AD to support organizational fundraising goals for programs, general operating funds, and capital needs.
- Manage grant research, writing, and reporting to foundations, government, and corporate funders.
- Maintain annual grant pipelines and annual report submission schedule.

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- Assemble and submit grant requests, including letters of interest/intent, proposals, budgets, and other requested information.
- Work collaboratively with ED/AD, Program Director, and Finance and Operations to submit proposals, interim and final reports, on-time.
- Maintain accurate and compelling grant proposal templates in collaboration with ED/AD, always taking into consideration industry trends.
- Collect and compile relevant data regarding the organization, constituency, and community for use in proposal writing.
- Work collaboratively with ED/AD and Program Manager to incorporate student experiences and perspectives in grant proposals, as appropriate.
- Schedule and prepare for site visits with funders, as well as ensure that appropriate board members, staff and key individuals are well-informed and prepared.
- When proposals are unsuccessful conduct a funding agency follow up to gather feedback whenever possible.

Cultivation/Stewardship of Individuals/Foundations/Government Entities/Corporations

- With support from the Individual and Corporate Giving Manager, proactively manage the cultivation and stewardship of individuals, foundations, corporations, and government funders.
- With support from the marketing consultant and graphic designer, oversee the development and distribution of the annual report.
- Oversee end-of-year donor campaign strategy and distribution plan with support from the Individual and Corporate Giving Manager, Marketing Consultant and Graphic Designer.
- Support the Individual and Corporate Giving Manager with special events activities intended to cultivate current or future donor/funder relationships.
- Send thank you letters to foundation and government funders.
- Oversee mailing of thank you letters to individual and corporate donors.
- Oversee funder acknowledgements with logos on website and in collateral materials (i.e., annual reports and performance programs etc.).

Department Administration

- Annually update Guidestar, San Diego Foundation, and Jewish Family Foundation profiles.
- Work with the Finance Consultant to ensure that CA Dept. of Justice Charity Registration, CA Secretary of State, and Department of Industrial Relations are current.
- Ensure DUNS, SAM.gov, and Grants.gov are continuously updated for federal grants.
- Maintain key grant-related legal documents (e.g., tax exempt status letters; tax returns, required financials statements etc.).
- Keep updated bios of key teaching artists, choreographers, and staff with support from Program Director.
- Keep repository of video links for organization/programs as well as work samples for grant submissions with support from Program Director.
- Attend workshops/webinars on grant applications as needed.
- Keep updated grant electronic files/paper files for continuity and future audits.

MARKETING AND COMMUNICATIONS

- Optimize Creative Youth Development impact language and create messaging to increase public awareness (radio, print, website, etc.).
- Share student and alumni stories in collaboration with ED/AD and Program Manager and teaching staff.
- Oversee communications in Constant Contact for monthly newsletters, various invitations, special events, and donor communications (monitor campaigns, clicks, unsubscribes, bounces).
- Communicate about and market the organization, its programs, and events.
- Oversee creation of collateral & marketing materials with graphic designer (brochures, postcards, annual report, open studio packets, annual Lyceum performance materials) with support from the marketing consultant.

SUPERVISORY RESPONSIBILITIES

The Development Director supervises the part-time Individual and Corporate Giving Manager, consultants, and volunteers (e.g., marketing, graphic design, event volunteers, etc.) whose scopes of work fall within this position's responsibilities.

OTHER DUTIES

This job description is intended only to illustrate the various types of work that may be performed. The omission of specific statements of duties, activities or responsibilities does not exclude them from the position if the work is similar, related or a logical assignment to the position.

ADDITIONAL INFORMATION

Hours, Location, and Reasonable Accommodations

This is a full-time exempt position based on a 40-hour work week. There are occasional evenings and weekends required, as needed.

The organization offers flexibility in work hours and locations for those positions that do not require scheduled, onsite public interaction at all times and for employees who exhibit the ability to maintain a high level of regular and proactive communication, while engaged in remote work activity.

Administrative work may be performed either from home or at the Arts Center office, depending on organizational needs and job requirements.

Meeting locations vary (Zoom, Arts Center, other San Diego City locations).

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Travel

Travel, when required, is primarily within the cities of San Diego and Lemon Grove during business hours.

EDUCATION, EXPERIENCE, SKILLS AND ABILITIES

EDUCATION

Required

- A bachelor's degree or more than three years in a relevant position in a related field is required.

A Plus to Have

- Nonprofit management, Association of Fundraising Professionals certifications are a plus but not required and may be substituted for degree requirement.
- Additional years of direct development experience in the areas of this position's responsibilities may be substituted for education/certification.

EXPERIENCE

Required

- At least 3 years' nonprofit experience in a development role or position
- Experience in a supervisory role
- Experience with all aspects of grants management (research, writing, and reporting)
- Experience with arts government funding proposals, e.g., City of San Diego Commission for Arts and Culture, California Arts Council, National Endowment for the Arts
- Experience engaging with funders and managing funder relationships

A Plus to Have

- Experience working productively with boards of directors, volunteers, and consultants
- Experience with marketing, PR and/or communications in a small organization
- Experience in Creative Youth Development, arts education, or social services, a plus

SKILLS AND ABILITIES

- Skilled grant writer for foundation, government, and corporate/business proposals
- Understand and are able to communicate to funders (verbally and in writing) issues of Equity and Inclusion in a community arts organization
- Highly proactive, able to identify and resolve issues via critical thinking/problem solving
- Able to work well in teams and in a team environment
- Detail-oriented and efficient
- Excellent communication's skills overall, both orally and in writing
- Comfortable with public speaking
- Able to engage with co-workers with transparency and candor, while maintaining productive working relationships
- Willingness and ability to commit to and fully engage in transcenDANCE's Racial Equity work
- Highly organized with strong time management and task prioritization skills
- Human-centered managerial and supervisory skills
- Ability to hold multiple projects simultaneously
- Willingness to learn and grow as a professional

OVERVIEW

THE ORGANIZATION

transcenDANCE was founded in 2005 with the vision of being a youth-driven organization where young people have a platform to positively impact the world around them through dance and performance. The need for the organization arose out of several youth-identified needs in the community including having a safe and supportive space during out-of-school time hours and for creative self-expression and adult mentorship.

transcenDANCE is a nationally recognized Creative Youth Development (CYD) organization that has staged and produced more than 15 original dance theatre productions in its lifespan. The holistic Program Model of CONNECT, CREATE, CONTRIBUTE offers year-round programs and services to youth, teens, and young adults in underserved San Diego communities.

The Creative Youth Development National Partnership describes CYD as a “commitment to supporting young people’s stories, ideas, and dreams through creative expression and honoring their lived experience.” In order to create environments that support personal growth, discovery and feelings of belonging and representation, CYD organizations share a commitment to 1) Racial Justice and Social Equity; 2) Youth Voices; and 3) Collective Action. To learn more, we encourage interested candidates to visit the [Creative Youth Development National Partnership](#) website.

transcenDANCE is rooted in the belief that youth are powerful agents of change that can inspire and lead community building and advocacy through the performing arts. transcenDANCE has been guided by a commitment to addressing social issues through performance and intentional programs for the last 15 years. Community engagement and partnerships have been key components of the mission, enabling increased access and education to life and leadership skills, and, at times, social justice issues.

In 2021, transcenDANCE successfully entered a new phase in its organizational development with the completion of the transcenDANCE Arts Center in Lemon Grove. This new building and its location on the Trolley’s Green Line significantly increases the organization’s ability to provide more creative and therapeutic services to more young people more of the time.