

## **transcenDANCE YOUTH ARTS PROJECT**

### **IS HIRING A FULL-TIME DEVELOPMENT MANAGER**

#### **MISSION**

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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**

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It is an exciting time for an experienced Development Manager to join the transcenDANCE team. With a new Arts Center in Lemon Grove and a highly successful \$400,000 capital campaign behind us, we are looking forward to a new and expanded chapter for the organization. The Development Manager will have all the tools needed to develop and implement winning strategies – solid leadership, a national reputation for high quality programs and services, and a stable financial position.

The Development Manager is an essential member of the transcenDANCE team and will help to maintain its high standard for program and service provision while sustaining its recent program growth and expansion. 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.

#### **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, developed by representatives 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 of racial justice. The goal of the equity work is not static; it is an ongoing commitment to co-create an environment wherein naming and addressing power dynamics, isms, inequities, privilege, and biases, is an essential experience of the safe spaces across circles of the organization.

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

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At transcenDANCE, collaboration is an active organizational value. The Development Manager is a core staff member and a strategic and collaborative thought-partner with the Executive/Artistic Director, Staff, and the Board of Directors. The Development Manager leads the annual fundraising work, 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 flexibility to changing needs and the genuine enjoyment of working in a highly collaborative environment with team members.

The Development Manager has support from consultants (grants, marketing, graphic design) and event volunteers who complement them. This position contains two core areas of responsibility: Individual/Corporate Giving (60%) and Grants related duties (40%).

transcenDANCE has a successful history with funders who support the organization through private foundations, corporations and businesses, and all levels of government. The Development Manager's responsibility for the thoughtful cultivation of both institutional funders and potential donors, and gracious stewardship of existing donors is key to this role.

**This is a permanent, full-time, non-exempt position that reports to the Executive/Artistic Director (ED/AD). The annual salary range is \$50,000 - \$55,000, dependent on experience, and includes a benefits package with health insurance and paid vacation.**

## ESSENTIAL DUTIES

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

- With support from the ED/AD, proactively manage the cultivation and stewardship of individuals, foundations, corporations, and government funders.
- Oversee end-of-year donor campaign strategy and distribution plan with support from the Marketing Consultant and Graphic Designer.

**Studio Address**

7755 North Ave.  
Lemon Grove, CA 91945  
619.474.4903  
[www.tdarts.org](http://www.tdarts.org)

**Mailing Address**

P.O. Box 52091  
Irvine, CA 92619  
Tax ID: 20-4641700

- Oversee funder acknowledgements with logos on website and in collateral materials (i.e., annual reports and performance programs etc.).
- Conduct individual and corporate donor meetings.
- Plan and co-host with Board members donor-related gatherings/events such as Sunday Suppers, Open Studio Experiences, and public performance reception.
- Assist Board President with meeting each Board member at beginning of year. Plan an appropriate strategy and projection for the board members' commitment to their annual giving.
- Support the ED/AD in proactively managing the cultivation and stewardship of individuals, foundations, corporations, and government funders.
- Generate, personalize, and mail all gifts and tax acknowledgement letters within two working days of donation receipt. Call all new donors to thank them.
- Initiate and respond to emails to thank/engage individual donors working with the Board President, VP, and other Board Members.
- Enter all individual, grant, and corporate gifts into Donor Perfect. Be the lead administrator for Donor Perfect database.
- Develop a personalized outreach campaign that connects past and future contributors to program events.
- Collaborate with ED/AD, Grants consultant and Finance consultant monthly to deliver information needed on cash flow income projections from individual and corporate donors.
- Co-develop and monitor annual development expenses.
- Work on Give Cloud to create dynamic webpages for specific campaigns and event registrations.
- Update Benevity and other corporate donor websites, as needed.
- Track donor engagement and attendance at events.

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*Grants Administrative Duties*

- Conduct grant research and make recommendations to ED/AD to support organizational fundraising goals for programs, general operating funds, and capital needs.
- Assemble and submit grant requests, including letters of interest/intent, proposals, budgets, and other requested information.
- Work collaboratively with ED/AD, Grants Consultant and Finance and Operations to submit timely proposals, interim and final reports.
- 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 Director 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 and document feedback in file to inform future proposals.

*Department Administration*

- Annually update Guidestar, San Diego Foundation, and Jewish Community Foundation profiles.
- 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.

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**SUPERVISORY RESPONSIBILITIES**

The Development Manager supervises development-related volunteers and interfaces with consultants (e.g., marketing, graphic design, event coordinator, 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 non-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 will be completed from home. 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.

## EXPERIENCE, SKILLS AND ABILITIES

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### EXPERIENCE

#### *Required*

- At least 2 years nonprofit experience, ideally in a development role or position
- Experience with grants (research, writing, and reporting)
- Experience engaging with funders and managing funder relationships
- Experience as a project lead

#### *A Plus to Have*

- Association of Fundraising Professionals certifications
- Experience working productively with boards of directors, volunteers, and consultants
- 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, and the County of San Diego
- Experience in Creative Youth Development, arts education, or social services

### SKILLS AND ABILITIES

- Skilled grant writer for foundation, government, and corporate/business proposals
- Understand and can communicate with funders (verbally and in writing) the importance of the practice 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 skills overall, both orally and in writing
- 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 skills
- Ability to hold multiple projects simultaneously
- Willingness to learn and grow as a professional

## TO APPLY

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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 Youth Arts Project'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 to apply is January 3, 2021, but we will begin to interview qualified candidates as we receive applications. The right candidate may have a start date as soon as December 1, 2021 and as late as January 15, 2022. Send your documents in one PDF ASAP to transcenDANCE Operations Manager, Steph Walsh, at [Steph@tdarts.org](mailto:Steph@tdarts.org).**

## OVERVIEW

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### 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

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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.