



P.O. Box 2627
Berkeley CA
94702

Development Director Job Description

Title: Development Director

Reports To: Executive Director

AXIS Dance Company redefines dance and disability. By commissioning, creating, and performing a contemporary dance with disabled, non-disabled, d/Deaf, and neurodivergent artists and championing engagement opportunities and advocacy efforts that broaden the reach of the integrated dance field, we are deepening an understanding across the Bay Area that all bodies can dance.

Our dancers, staff, and board members each have personal commitments to representation and intentionally & thoughtfully growing our accessibility offerings.

Our Artistic Statement: AXIS' Artistry Redefines Dance And Disability.

Our Mission: AXIS Collaborates With Disabled, Non-Disabled, d/Deaf & Neurodiverse Artists to create world-class productions that challenge perceptions of dance and disability.

Our Vision: AXIS strives to create a dance sector and world without barriers and showcase the beauty of difference.

Position Summary

The Development Director will lead the stewardship of individual donors and corporate sponsorship opportunities and support strategy for other funding sources in collaboration with AXIS' grant writer.

This position will have a hybrid schedule in the San Francisco Bay area, with in-person work taking place at our offices in Berkeley. This position will require occasional events and weekends during some of our programming and performances.

Roles and Responsibilities

Individual Donors

- Works with the Executive Director and Development Committee to create and implement an annual development plan, highlighting key giving strategies for the year.
- Assist the Development Committee with its stewardship efforts
- Serves as the main point of contact for all individual donors
- Maintain and expand on AXIS's donors/prospects. Develop and implement strategies for qualifying, cultivating, and soliciting those donors and an appropriate stewardship plan that demonstrates appreciation, recognition, and engagement of donors
- Build relationships with donors and prospects via personal or video conferencing visits, phone calls, ongoing written contact, and events. Document donor interactions in our donor database in Donorbox
- Assist in the identification and qualification of new prospects and donors.
- Creates and implements strategies for lapsed donors & ongoing monthly giving.
- Coordinates donor stewardship events – both in person or online

Sponsorships:

- Work collaboratively with the Executive Director to identify & curate key sponsorship opportunities that can support the company's programs and artistic endeavors.
- Create & submit sponsorship pitches that highlight the shared mission/values of the sponsor and AXIS



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General

- Maintain comprehensive knowledge of AXIS's mission and work across all program areas to inform and engage prospective and existing donors through personalized correspondence and gift acknowledgments.
- Manage various donor communications, including annual giving and capital campaigns
- Support Executive Director & Grant writer in maintaining tracking of grants Asana.
- Along with Artistic and Executive leadership, serve as a primary/first point of contact for Board members in creating and issuing reminders for the Board about development events, agendas and reminders for relevant board committees that support the Board's ongoing fundraising efforts.
- Attend performances and donor/community cultivation events in various Bay Area locations.

Other

- Apply Strategic Plan initiatives to the development planning
- Create a yearly plan to implement all development initiatives & achieve the set goals of the organization
- Provide guidance and support to AXIS's grant writer to maintain current funding and seek new funding sources to support the work of AXIS
- Work closely with marketing to coordinate messaging and materials to support the AXIS brand in all development initiatives
- Connect to the broader Berkeley/Bay Area community by maintaining partnerships and associations with a variety of community groups and organizations to meet the organization's Development needs
- AXIS is a growing organization and employees are often called upon to perform other duties essential to accomplishing organizational goals and meeting important deadlines

Qualifications

The model candidate will possess the following qualifications and experience:

- Minimum 5-7 years experience in a development position, preferably working with individual donors and corporate sponsorships
- Experience and/or interest in performing arts, particularly dance
- Ability to prioritize and manage multiple projects - including the ability to manage projects and deadlines successfully within ambitious time frames
- Experience with grant timelines and reporting, including data collection and analysis
- Relationship building
- Attention to detail and solutions-based
- Capacity to work independently and collaboratively as needed
- Familiarity with Mac programs, Donorbox, & Other Web platforms - particularly GoogleSuite including Gmail, Google docs/sheets/forms/calendar and Asana project management.

Compensation and Benefits

AXIS offers competitive compensation with a salary range of \$80,000 - \$90,000 per year, depending on experience. This position is a 30hrs/week exempt position with paid vacation, sick leave, and health benefits.