



Director of Annual Giving and Events
Part-Time: 8-10 hours per week

About Sonia Plumb Dance Company

This year marks the 30th Anniversary of Sonia Plumb Dance Company and the full launch of the School of Sonia Plumb Dance, postponed due to the COVID pandemic. These activities are expected to generate high visibility for SPDC and it's on-going mission: *to enrich and educate the community through innovative modern dance*. We fulfill our mission through performances, classes, workshops, community outreach, arts integration residencies and collaborations with musicians and composers, artists and actors, puppeteers, poets and professors. We are known for reaching beyond the arts community with a diverse repertoire that often reflects upon larger societal issues. Our programming has long followed the CT Office of the Arts "READI" providing "Equity, inclusion and access involving all populations are critical to the vitality of our neighborhoods, towns and cities." Inherently recognizing these needs long ago, SPD offers scholarships and work-study Apprenticeship programs to Greater Hartford's underserved and economically challenged youth.

Job Description:

The **Director of Annual Giving and Events** is responsible for the execution of Sonia Plumb Dance Company's annual giving program and special events. Reporting to and working directly with the Leadership Team, the Director of Annual Giving and Events will play a vital role in growing the donation revenue for SPDC's programming. In collaboration with the Leadership Team, responsibilities include meeting or exceeding the annual fund and events-related fundraising goals; acknowledging, stewarding and growing annual fund contributions; developing and successfully implementing special events; representing the organization to donors, vendors, and the public; producing various fundraising-related collateral; maintaining the donor database; and managing volunteers. The successful candidate will be self-motivated, entrepreneurial, and willing to take complete ownership of critical duties. This job is expected to grow quickly over the next year.

Responsibilities:

Annual Giving Duties:

- Cultivate and steward gifts from individuals by maintaining frequent contact with current donors and developing new relationships with prospects.
- Research individual donor and prospect information.
- Collect and input donor and prospect information into donor database (TBD). Ensure accuracy of gift entry and reporting.

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- Assist in the creation of external content and collateral for the Development department, including but not limited to appeals, newsletters, social media, website, and invitations.
- Act as a spokesperson for the organization as needed to bring in funding, volunteers, etc.
- Prepare department reports.

Event(s) Duties:

- Coordinate and manage the 30th Anniversary event and Spring Fundraiser
- Work with the Leadership Team to update corporate sponsorship materials for the 30th Anniversary, including in-kind (auction), sponsorship benefit levels and solicitation letters, track sponsor contracts, and ensure donor(s) receives all benefits.
- Secure event sponsors, including in-kind sponsorships.
- Collaborate with Board member volunteers to plan events and solicit auction items.
- Manage and recruit Interns and Volunteers.

Education and Experience:

- Bachelor's degree required.
- Minimum 1-2 years of Development experience including demonstrated success in individual giving, corporate sponsorship, alumni giving, and special events fundraising and management.
- Experience with fundraising and data management systems.

Skills and Abilities:

- Proven success in identifying and soliciting funds from individuals, corporations, and foundations from a variety of sources and in developing relationships with donors.
- Exceptional written and verbal communication skills required. Demonstrated ability to write clear and persuasive proposals.
- Excellent time management skills and a high degree of organization, careful attention to detail, ability to multitask and to prioritize and manage multiple projects and deadlines.
- Familiarity with Greater Hartford and surrounding communities preferred, and flexibility to travel, the majority of which will be regional in scope.
- High energy and passion for SPCD's mission is essential.
- Well-disciplined, self-motivated and goal-driven; able to work with a high degree of independence as well as part of a team.
- Ability to appropriately handle confidential matters and information.
- Flexibility and willingness to assume new tasks and special projects.
- Proficiency in the use of Microsoft Office software; Word, Excel, PowerPoint.
- Professional maturity and a sense of humor.

SPDC is committed to workplace diversity and inclusion. We are equal opportunity employers and do not discriminate in hiring or employment on the basis of race, color, religion, national origin, gender, marital status, sexual orientation, age, disability, veteran status, or any other characteristic protected by federal, state, or local law

To apply, please send resume, writing sample, salary range and cover letter to Sonia Plumb sonia@soniaplumbdance.org.