Armour Dance Theatre
Director of Development Job Description

**Position: Director of Development**

ADT is seeking a dynamic and experienced Director of Development to join our team. The Director of Development is responsible for planning, implementing, and managing all of Armour Dance Theatre's fundraising activities including annual fund, Give Miami Day, special campaigns, major gifts, and fundraising events. The Director of Development will partner with the Executive Director and a well-connected Board of Directors to grow the organization in the coming years.

This is a full time administrative position, reporting directly to the Executive Director. The position is partially remote but candidates must reside in South Florida.

**Compensation & Benefits:**

Salary range: $80K-$95K

Salary is commensurate with experience and expertise. Benefits include time off for winter break and spring break (15 days) as determined by the annual calendar, national holidays, the ability to accrue additional annual vacation days, and paid individual health, dental, and short term disability insurance.

**About Armour Dance Theatre**

Armour Dance Theatre (ADT) believes that dance is a tool for social transformation. Beyond creating professional dancers, our vision is to empower students with life skills that can propel them in life and help them achieve anything they put their minds to.

ADT has been a positive influence in our community since 1949. 30 years ago the organization served 150 students at one main site. ADT's mission was changed to establish accessibility to quality training for all children. ADT currently provides dance training to over 1,000 students annually, with nearly 500 scholarships in five locations year-round.

The South Miami Academy serves as the anchor of our programs by not only providing over 200 scholarships annually, but also by acting as a revenue building site that helps to fund our community work. Our four Community Program sites located in the neighborhoods of Miami Gardens, Little Haiti, Perrine and Goulds offer comprehensive free after school and summer camp programs for elementary age students. In addition to dance, participating students receive reading, homework, mental health support and more.

Using dance as a vehicle to success, the organization works to remove obstacles beyond the dance classroom, through a vast network of wrap-around services and community partnerships. In 2019, ADT received accreditation by the Accrediting Commission for Community and Precollegiate Arts Schools.

Our programs are designed to support students from elementary age all the way to high school graduation and beyond. The success of our alumni is widely recognized. They are highly sought after, due to the combination of academic excellence combined with unique arts related skills learned that include discipline, focus, team work, critical thinking and the ability to delay gratification.

The Director of Development will be a key partner to the Executive Director, the senior management team, and the Board of Directors to coordinate the creation and implementation to achieve ambitious annual goals. Our fundraising work will take advantage of ADT's reputation as an impactful organization and of long-time supporters who are passionate about our works.
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Key Responsibilities:

- Support, communicate, and further the mission of Armour Dance Theatre.

- In partnership with the Executive Director:

  1. Grow the organization’s contributed income and visibility through increased engagement and giving of current and new donors.

  2. Define performance measures for fundraising success and monitor/report results on a regular basis. This includes developing and managing an annual development budget and cash flow that includes revenue and expense projections by contribution category to assure annual goals are achieved.

  3. Design, manage, and constantly enhance Armour Dance Theatre’s process for an integrated approach to fund development and philanthropy that specifically targets foundations, corporations, and individuals so that short- and long-term revenue streams can be strengthened.


- Assume direct leadership for all individual major/planned gifts, including prospect identification, portfolio management, cultivation, solicitation, donor stewardship and special events.

- Support and leverage the resources, talents and connections of all board members, staff, alumni, current parents of students, audiences and other key volunteers and committee members.

- Engage members of the Board of Directors in fulfilling their fundraising responsibilities.

- Attend and report at Board and Committee meetings.

- Supervise staff responsible for gift processing/acknowledgment, data management/reporting.

- Provide vision, oversight, and hands-on work on fundraising events.

- Attend organization’s performances and events.

- With the Marketing Director, design, implement and maintain a communications plan to ensure stewardship and donor/prospect engagement are maximized.

- Oversee the creation of print and digital collateral needed to support development.

Qualifications:

- Minimum 4 years of experience in the development field, preferably in a leadership role.

- Must embrace the mission and vision of Armour Dance Theatre and be especially passionate about programs for children.

- Have commitment and deep interest in diversity, equity, and inclusion in all aspects of Armour Dance Theatre programming and initiatives.
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- A record of measurable results in institutional fundraising.
- Has the ability to motivate staff, Board of Directors, parents, and volunteers to join the fundraising efforts.
- Have deep knowledge of the South Florida market.
- Have knowledge of needs in communities served by Armour Dance Theatre.
- Is a self-starter and goal driven.
- Positive attitude and the ability to build rapport with diverse colleagues & external stakeholders.
- Possess strong strategic vision and agility, skilled at planning and problem solving, and a record of success working independently and with a team.
- Familiar with fund development databases and tracking systems.
- Outstanding written and oral communication skills with diverse audiences.
- Fluent in English, proficiency in Spanish preferred.

To apply please send your cover letter and resume to camila@armourdance.org