



## **Development and Operations Manager Job Description**

### **About Forklift Danceworks**

Founded in 2001 by Artistic Director Allison Orr, award-winning Austin-based Forklift Danceworks presents innovative performance projects with diverse communities. Developed through collaborations with over 20 different communities so far, our dances show the skilled movement and tell the often unheard stories of the people whose work sustains our daily lives. Presented primarily in large-scale, site-specific settings, our free performances consistently play to capacity, with audiences of 500 - 6,000. The mission of Forklift Danceworks is to activate communities through a collaborative creative process.

### **Job Overview**

The Development and Operations Manager is responsible for directing the fundraising and development activities of the company, with support from the Artistic Director and Board of Directors. A key part of the leadership team, this staff member will also be the chief liaison with the Board of Directors and be the key operational lead, overseeing day-to-day logistics and office operations in a dynamic and fast-paced arts non-profit environment. Competitive applicants will be adaptable, detail-oriented, and organized. The Development and Operations Manager will report to the Artistic Director (AD). Forklift Danceworks is currently operating with a hybrid model of remote and in-office work. The position will require regular office visits and event support but will also have opportunities for remote work.

## **Responsibilities and Duties**

### **Development and Fundraising**

- Plan and implement the annual development and stewardship calendar, with support from the AD and the Development Committee of the Board of Directors
- Direct company donor cultivation and follow up with donor prospects, providing the Artistic Director and Board of Directors with administrative support and research for individual and corporate solicitations
- Review and prepare materials as needed to solicit sponsorships and individual donors.

- Serve as the main point of contact for the company's annual fundraiser, working effectively with the event planner and committee to ensure sponsorship and marketing deadlines are met and anticipated progress is made
- Manage the roll out and implementation of our annual giving campaigns (2x year).
- Attend and manage the Board of Directors Development Committee Meetings. Provide high level administrative support to the committee and board as needed.
- Organize and oversee donor house parties and donor events as scheduled.
- Analyze company fundraising progress and provide the Board of Directors and staff with reports to demonstrate progress.

### **Supervision**

- Supervise and manage the Development Assistant.
- Meet weekly with development and administrative support staff.
- Ensure donor thank you letters are processed properly and other administrative details are being handled completely.
- Ensure the CRM is being updated and maintained properly.

### **Board Management**

- Serve as the lead staff contact for the Board of Directors and provide them with high level administrative support. Attend all board meetings, annual retreat, and committee meetings as determined and direct all administrative follow up. Take board meeting minutes and file them accordingly.
- Manage the annual giving of all board members and follow up on board pledge commitments.
- Maintain current board roster and assist with onboarding for new board members.
- Update all board documents including board agendas, minutes, and financial updates for all committees.

### **Operational Support**

- Serve as the chief administrator for additional company activities, such as strategic planning, organizational insurance needs, staff support, etc.
- Attend mandatory city contract training and support audits.
- Manage the organization's calendar, including key dates related to financial and programmatic reporting and board meetings.
- Organize and maintain digital files.
- Distribute and manage keys for staff and interns.
- Maintain business hours in the office as needed to greet vendors and donors.
- Coordinate processing and filing of contracts (schools, presenters, keynotes), ensuring that payments are invoiced for and received on time.

## **Qualifications**

Forklift Danceworks seeks candidates with demonstrated fundraising and development planning, project management and administrative skills, strong oral and written communication skills, a friendly and professional demeanor, lots of energy, and an interest in art and community engagement.

Specific requirements include:

- B.A. or B.S. degree preferred. Experience may substitute for education up to four years.
- 3-5 years of experience in fundraising/development work and/or executive support to CEOs, including administrative or project management experience.
- A self-starter capable of and content with shifting between high level projects and the mechanics of efficient administrative work.
- A team player with the ability to remain flexible amid dynamic and changing needs.
- Strong oral and written communication skills with a proven record of attention to detail and meeting deadlines.
- Strong core computer skills in MS Word, Excel, & PowerPoint.
- Experience with contact management systems

## **Compensation**

Compensation for this full-time position will be \$48,500-\$50,000, depending on the candidate's experience. Position includes health benefits, retirement matching, and a generous PTO package. East side office with off-street parking.

## **To Apply**

Resumes will be reviewed on receipt. Start date is flexible. Please submit a cover letter and resume including three professional references by January 24, 2022 to [employment@forkliftdanceworks.org](mailto:employment@forkliftdanceworks.org). Incomplete applications will not be considered. Please do not contact Forklift Danceworks directly.

Forklift Danceworks is committed to building an inclusive workplace and increasing diversity on our team. We encourage applications from candidates who identify as BIPOC, women, people with disabilities, LGBTQ+, and other identities representative of the communities we serve. We are an Equal Employment Opportunity and Affirmative Action Employer and we do not discriminate based upon race, religion, color, national origin, gender (including pregnancy, childbirth, or related medical conditions), sexual orientation, gender identity, gender expression, age, status as a protected veteran, status as an individual with a disability, or other applicable legally protected characteristics.