

## **Job Description**

### **Director of Strategic Advancement**

#### **Lehrer Dance**

Lehrer Dance is an exciting and innovative professional dance company based in Buffalo, NY. Under the direction of Jon Lehrer, the company showcases Jon's unique choreography and embodies his definitive style. Jon's extensive background in both the modern and jazz dance idioms fosters choreography that is organic, artistic, accessible and often humorous, reflecting life experience and the human condition. In addition to local performances and events, the Company travels extensively nationally and internationally.

As a key member of the Lehrer Dance Team, the Director of Strategic Advancement (DOSA) will be involved in all areas of the company's strategic growth and its fund development. The DOSA will work side by side with Jon Lehrer, the Founder/Artistic Director, and the Board of Directors to professionalize the organization as it transitions into its tenth year of existence and continued growth. We are looking for an astute, motivated, and creative individual to help strategically advance the company forward and ensure the financial stability necessitated by such growth.

This is an exciting opportunity for a self-motivated, hard-working, and creative person interested in a demanding but fulfilling part-time position whose duties will include the following:

- **Resource Development**
  - Develop and oversee development of individual, business, corporate and foundation support for Lehrer Dance.
  - Work with the Artistic Director and Board Members to define and implement fund-raising goals and strategies.
  - Engage in direct cultivation of major prospects, including individuals, business, corporations and foundations.
  - Manage the grant proposal development and submission process; ensuring that proposals, reports and other documents are well written, strategic, and submitted on schedule.
- **Strategic Collaborations:**
  - Identify partnering opportunities to leverage existing grants and develop complementary grant proposals.
  - Identify partnering opportunities to increase Lehrer Dance exposure and performance opportunities in WNY.
- **Marketing**
  - Communications and public relations planning
  - Provide input on all marketing efforts
  - Prepare regular and consistent press releases for the media
- **Database**
  - Develop and enhance fundraising and attendance databases
  - Analyze and prepare reports for all databases
- **Board Relations**
  - With Artistic Director and Board Chair, assist in the preparation of meeting agendas and board book documents for board meetings
  - With Artistic Director and Board Chair, develop and oversee committees, including committee policies and procedures.
  - With Artistic Director and Board Chair, prepare and monitor annual budgets and define resource needs and sources.

#### **Qualifications:**

- Bachelor's degree from an accredited college or university
- A minimum of two years of demonstrated and successful nonprofit fundraising experience with a proven track record of success in securing gifts
- Exceptional oral and written communications skills
- Excellent interpersonal skills and the ability to effectively lead, organize and maintain productive working relationships with staff, donors, prospects and board
- Demonstrated initiative and attention to detail
- Strong organizational skills and computer skills
- Knowledge of local arts and business community

#### **How to apply:**

Please send cover letter, résumé, writing sample, list of 3 references, in a single pdf document via email to:

**jon@lehrerdance.org** / Subject: Director of Strategic Advancement Search

Questions? Contact Jon Lehrer at **716-803-8612** or [jon@lehrerdance.org](mailto:jon@lehrerdance.org)

Lehrer Dance is an equal opportunity employer. [www.lehrerdance.org](http://www.lehrerdance.org)