

**BodyVox employment opportunity: Development Director**

BodyVox currently has an exciting opportunity for a dynamic, go-getting fundraising and development professional. The Development Director will have primary responsibility for leading the organization's annual giving efforts, formulating the overall contributed income strategy with input from the Artistic Directors, General Manager, and Board of Trustees. The Development Director will set strategy and execute fundraising plans for sustaining and growing the number of annual donors, the size of donations, and converting existing customers (ticket buyers, dance students) to donors. The Director of Development will work closely with the Artistic Directors, Board of Trustees, and General Manager in fundraising activities and will be an important part of BodyVox's senior leadership team.

About BodyVox: Founded in 1997, BodyVox is dedicated to the creation and performance of innovative dance works that entertain, inspire and uplift audiences of all ages. The BodyVox Dance Center located in Portland Oregon serves as an important regional hub for dance innovation, education, and performance.

Broadly, the Development Director will be responsible for the following activities:

Develop and implement strategies for solicitation that will grow annual revenue from individuals, corporations, and foundations.

Develop and track proposal and reports for all foundation and corporate fundraising.

Manage all appeal campaigns, manage and monitor online giving initiatives, work collaboratively with other program areas to advance fundraising goals; meet with funders as determined.

Oversee database gift processing, development and fulfillment of donor benefits, gift recognition donor correspondence, and mailings.

Coordinate events logistics to ensure an exceptional donor experience, with a focus on cultivation and stewardship. Conceptualize and implement membership programs and donor cultivation events.

Work with staff and volunteer committee to implement fundraising strategy and coordinate logistics for annual benefit gala.

Initiate new funder prospecting, including: research, analysis of fit, and proposal/solicitation.

Provide support to the Board for fundraising initiatives.

Work with Audience Engagement team to develop strategies for development presence in communications and marketing.

Oversee the development presence on the website.

Maintain accurate and complete records of donor communications. Prepare regular reports on all campaign activities.

Monitor revenue and expenses related to contributed income.

Assume other tasks and responsibilities as needed.

**To apply please submit resume, references, and a brief cover letter to: [una@bodyvox.com](mailto:una@bodyvox.com)**