



Embodiment Project
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admin(at)embodimentproject.org

ABOUT EMBODIMENT PROJECT

Our Vision:

Embodiment Project envisions a world where dance is integrated as a critical dimension of social and cultural revolution. We envision a concert dance landscape in the United States that uplifts underheard and silenced stories, honors the ancestral lineages of its participants, and advances our capacity for collective liberation.

Our Work:

We accomplish our work through a process called Liberatory Storytelling: our signature method of creating art where the unique power of the body is honored as a language-transcendent storyteller capable of bridging differences, reaching communities of varied experience, and catalyzing communicability for stories that had been rendered invisible.

Our Mission:

To uplift the ancestral and primordial power of dance as an act of resistance, collective healing, and social transformation.

We Seek to Fulfill Our Mission in Four Ways:

1. Performance for the concert stage, public spaces, and film
2. Dance and culture education for youth and adults
3. Community arts partnerships with social service and movement building organizations
4. Organizational culture and governance that reflect the social transformation we seek

JOB DESCRIPTION

Title: Development Steward

Aim: Reporting to and in partnership with the Executive Director (ED), the Development Steward is responsible for designing and implementing FY24 development strategy. This involves identifying and cultivating major gift prospects, as well as corporate and foundation donors, and planning and executing grant and donor efforts to raise funds for the organization.

The Development Steward will work closely with the Executive Director to develop fundraising goals and strategies that align with the organization's mission and values.

Responsibilities

- Direct EP's Development Circle, serving as Development steward in EP's Sociocratic Governance structure
- Convert EP's strategic goals and operating plans into a Fundraising Strategy for FY24 – with clear development goals and work plans – tracking progress and collaborating with other key staff to stay on track; oversee the execution of, and regularly assess and adjust the work plan to include all sources of contributed income, inclusive of institutional and individual donors
- Help EP diversify its financial support from the following sources:
 - Government, foundation & corporate grants
 - Individual donations
 - Fellowships
 - Awards
 - Sponsorships
 - In-kind donations.
- Research and track funding prospects and pursue cultivation of prospects from among the private, corporate, and public philanthropic landscape broadly: assessing eligibility, writing and overseeing the development of high-quality grant applications, with all supporting material; and ensuring timely submission, including liaising with grant officers
- Oversee systems and software to track and cultivate donors and prospects, including co-developing donor database and using wealth screening tools
- Manage development department calendar; develop quarterly schedules of proposal development, procurement, and submission; and coordinate/project manage all grant submissions one month in advance of deadlines
- Monitor and manage all donor relations, from outreach, to follow up, to acknowledgement and reporting, as well as inviting donors to EP events
- Work closely with Financial steward to develop budgets and financial materials for grant submissions, and to track organizational revenue progress
- Cultivate and sustain relationships with a wide variety of constituencies including current and potential donors, foundations and government sources, local businesses and community partners
- Matching Grant language with Social Media language and making sure all communications are congruent

REQUIREMENTS AND SKILLS:

- Experience working directly with Directors of organizations to offer financial forecast guidance
- Understanding of with 501(c)(3) compliancy for grants (i.e.; bi-laws, insurance requirements, etc)
- 3+ years work experience as a lead Grant Writer and Development Manager, including working on budgets
- Prior experience with Local Government and City Grant Contracts
- Strong attention to detail and good analytical skills
- Project Management Skills; managing a team, calendar and tracking deadlines
- Time Management Skills; ensure deadlines are met in a way that does not create stressful work environment
- Experience working on a team and availability to attend weekly team meetings
- Strong organizational skills
- Prompt and punctual communication
- Ability to voice needs and participate in a high functioning working team
- Google Drive organization
- Will take initiative to institute new policies and systems where needed to streamline work and maximize efficiency

Compensation and Benefits: \$50-80/hour (commensurate with experience) 65-80 hours a month with potential for growth as organization meets fundraising targets. This is a part time independent contractor position. Benefits and perks include flexible hours, professional development, ability to work from home, free dance classes, and a family-friendly work environment.

Start Date: Beginning of January, 2024

How to Apply:

Apply immediately by emailing with your CV or resume and cover letter to **admin@[embodimentproject.org](mailto:admin@embodimentproject.org)** by **Dec 31st, 2023**. Write your full name and Development

Steward in the subject line. Can be located anywhere in the U.S. Please indicate where you are based. **Only candidates selected for interviews will be contacted.**

Embodiment Project is a 501(c)(3) nonprofit organization. We are an equal opportunity employer committed to maintaining a culturally diverse work environment that reflects the make-up of the communities we serve. People with diverse personal experiences are urged to apply, especially BIPOC, bilingual English-Spanish speakers, LGBTQIA+, women-identified, and those that have been formerly incarcerated or impacted by incarceration.

For information about Embodiment Project visit: embodimentproject.org