



MDP | Manager of Advancement & Communications

Department: Advancement

Reports To: Artistic Director & CEO

Classification: Part-Time | W-2 Employee or Independent Contractor

Compensation: \$25/hour

Time Commitment: Minimum 5 hours/week; typically 8–10 hours/week; up to 15 hours/week during intensive periods (events, major deadlines, program weeks)

About McKoy Dance Project

McKoy Dance Project (MDP) is a contemporary dance company and service organization dedicated to breaking down barriers to access in the arts. Centering BIPOC and queer voices, MDP produces performances, education programs, and community-based initiatives that amplify marginalized stories and foster cultural connection. As the organization enters a critical growth phase, MDP is seeking a skilled advancement professional to help drive fundraising, partnerships, and sustainable growth.

Role Overview

The **Manager of Advancement & Communications** is a high-impact, fundraising-centered role responsible for leading MDP's revenue-generating efforts while managing key organizational communications that support fundraising and events. This role is essential to the success of MDP's strategic plan and works closely with the Artistic Director & CEO to expand institutional funding, individual giving, and sponsorship support.

This position is designed for someone who can work independently, manage deadlines with minimal supervision, and think strategically about long-term sustainability. Communications responsibilities (e-blasts, newsletters) are directly tied to fundraising, events, and donor engagement—not daily social media management.



Core Responsibilities

Fundraising & Revenue Development

- Lead institutional fundraising efforts, including grant research, proposal writing, reporting, and renewals
- Support and grow individual giving through donor appeals, stewardship, and relationship tracking
- Research and pursue corporate sponsorships and strategic partnerships
- Maintain fundraising calendars, deadlines, and tracking systems
- Collaborate with the Artistic Director & CEO on fundraising strategy aligned with organizational goals

Advancement Communications & Events

- Draft and manage e-blasts for performances, fundraising events, and key organizational moments
- Support planning and communications for donor cultivation and fundraising events
- Prepare donor acknowledgments and stewardship messaging
- Draft and manage content for MDP's quarterly newsletter, with a focus on impact and fundraising

Systems, Coordination & Reporting

- Maintain accurate donor and grant records in MDP's tracking systems
- Track fundraising outcomes and support reporting for board members and funders
- Help streamline development systems, templates, and workflows to reduce administrative burden
- Serve as a strategic thought partner in strengthening MDP's advancement infrastructure

Qualifications

- Demonstrated experience in nonprofit development, fundraising, or advancement
- Strong grant writing and donor communication skills
- Ability to manage multiple deadlines independently



- Comfort working in a small, growing organization with evolving needs
 - Alignment with MDP's mission and commitment to equity and access in the arts
 - Experience with donor databases, email platforms, or fundraising tools is a plus
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Schedule & Compensation

- **Rate:** \$25/hour
 - **Minimum Commitment:** 5 hours/week
 - **Standard Weeks:** 8–10 hours/week
 - **Intensive Weeks:** Up to 15 hours/week (events, major deadlines, programs)
 - Flexible scheduling with clearly defined expectations and accountability
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Growth & Impact

This role is instrumental to MDP's future. The Manager of Advancement & Communications will directly contribute to increased revenue that supports expanded staffing, artist compensation, and long-term sustainability. As funding grows, this role has the potential to expand in hours, scope, and leadership responsibility.
