



A CENTER FOR DANCE AND THE CREATIVE ARTS

Position Title: Senior Development Manager

Classification: Full-time, Salaried Employee

Pulse Job Level: 4 (Middle Management)

Reports to: Executive Director

Supports: Artistic Director, Board Development Committee, and Capital Campaign Consultant

Supervises (with ED): Administrative Associate and external Grant Writer(s)

Preferred Start Date: June 2025

Starting Salary: \$55,000 - \$60,000; commensurate with education and professional experience

Employee Benefits:

- New full-time employees receive 12 paid federal and state holidays, and are eligible to earn 10 vacation and 6 sick/personal days per year.
- Monthly health/dental insurance reimbursement of \$200-\$500 for the employee's single- or family-plan, respectively.
- Beginning in 2026, Pulse will be introducing a group health insurance and retirement savings plans for all full-time employees.

Additional Pulse Employee Benefits:

- Free classes for the employee
- Discounted tuition for employee's immediate family
- Free/Discounted studio rentals as outlined in the Pulse Faculty Handbook

About Berkshire Pulse:

Berkshire Pulse ("Pulse") is a dynamic dance and performing arts education center founded in 1995 by Artistic Director Bettina Montano whose mission is to build and strengthen community life through diverse and accessible programming in the movement and creative arts. At Pulse's studios in Housatonic, MA, over 900 students annually, ages 3-87, from newbies to professionals, participate in weekly classes in our Youth Performing Arts and Community (adult) programs. We offer a wide-range of diverse dance, wellness, and performing arts classes, including Ballet, Musical Theatre, Flamenco, Hip Hop, Modern, West African Drumming, Yoga, and more! Pulse has long-standing relationships with local teachers and schools, in which we annually serve an additional 1,000+ youth enrolled in the Southern Berkshire and Berkshire Hills School Districts through our numerous in- and after-school programs. In addition, we regularly host residencies and workshops with guest artists, and provide students with performance opportunities at venues such as Chesterwood (Stockbridge) or The Foundry (West Stockbridge).

Position Description:

Reporting to the Executive Director, Berkshire Pulse seeks a full-time Senior Development Manager to help drive our fundraising program as we enter an exciting phase of continued expansion and long-term planning. Berkshire Pulse currently raises over \$800,000 of our \$1M+ annual budget from contributed income; approximately 40% raised from individuals, family foundations, and special events, and 60% from private foundations and government grants. Thanks to the generosity of several anonymous donors, Pulse recently purchased a former mill building at [410 Park Street](#) in Housatonic (located next door to our current location) to serve as Pulse's future, permanent home. Pulse will soon launch a multi-million-dollar capital campaign to fund the renovation and refurbishment of 410 Park led by a Capital Campaign consultant/firm, and supported by Pulse's senior leadership, Board of Directors, and the Senior Development Manager.

The Senior Development Manager is a new position whose primary focus is to project-manage fundraising activities performed by Pulse's staff, freelance grant writer(s), Board of Directors and volunteers. The Senior Manager will be responsible for tracking and reporting on fundraising goals for the Finance department and Board, and help prepare financial data and donor information for grant applications and funder reports. They will oversee the logistics of two annual print and email appeals, and draft donor communications. As the most senior fundraising staff member under the Executive Director, the Senior Manager will also collaborate with and help supervise a part-time, freelance Grant Writer, as well as a full-time Administrative Associate, who splits their time between performing fundraising logistics (gift entry, processing acknowledgement letters, preparing donor lists, etc.) and supporting other departments. They will be responsible for helping organize donor events, including a 30th Anniversary special event/fundraiser in October 2025 alongside Pulse's senior leadership, programming team, and Board Development Committee.

The Senior Development Manager position is an exciting growth opportunity for an individual interested in refining their fundraising and leadership skills within a much-beloved, community arts education organization. They will be integral to supporting Berkshire Pulse's capital campaign while expanding annual giving, deepening connections with major gift donors, and developing a sustainable grants program from private foundations and public entities.

Responsibilities:

- **Planning:** Collaborate with senior leadership and other team members to develop and drive the execution of Berkshire Pulse's annual fundraising plan, and support the implementation of the 410 Park capital campaign.
- **Grow Donor Base:** Work with the Board Development and 410 Park Campaign committees, and senior leadership, to create and execute strategies to increase a sustained base of individual donors. Conduct donor prospect research, monitor and move donor prospect activities.
- **Board and Senior Leadership Fundraising Support:** Manage and support Board

fundraising efforts, and help recruit and train volunteer fundraising leadership. Provide support for the Executive and Artistic Directors' donor relations and solicitation activities. Develop and maintain ongoing relationships with major donors, as appropriate.

- **Donor Events:** Manage events to deepen donor engagement, such as house parties, lunches, and Pulse studio visits. Help plan and implement special events, including fundraisers.
- **Grant Requests (With Special Focus on Capital Campaign):** Research public/professional/corporate grant opportunities, and work with senior leadership and Grant Writer to establish relationships with program officers. Supervise and collaborate with Grant Writer to develop and submit proposals, funder updates, and final reports.
- **Direct Mail and Online Solicitation Campaigns:** In collaboration with the Marketing Coordinator, create strategies and oversee the execution of direct mail and online solicitations. Prepare content for quarterly donor e-newsletters.
- **Donor Database:** Supervise the work of the Administrative Associate to ensure accurate gift processing, acknowledgments, and donor information and communications.
- **Budgeting and Reporting:** Assist the ED and the Finance Director in preparing income projections, regular fundraising reports, and specialized reports as needed.

Requirements and Qualifications:

- Bachelor's degree or equivalent combination of education and work experience
- 5+ years experience in nonprofit fundraising; experience working in the arts preferred
- Proven expertise with Google Suite, MS Office (especially Excel), and similar softwares
- High proficiency in CRM software or donor databases; Little Green Light experience a plus
- Superb oral and written communication skills; Some grant writing, research, and/or management experience preferred
- Excellent time management, organizational planning, and administrative skills
- Must possess strong interpersonal skills, with an ability to work collaboratively with the Executive Director, Artistic Director, Pulse staff, Board members, and other volunteers
- A commitment to values of anti-racism and anti-oppression; personal and/or professional experiences advancing equity, diversity, inclusion, and accessibility
- Have demonstrated a passion for the arts, an understanding of the value of arts education, and the connection between an organization of this kind and the community it serves
- Must have reliable transportation to Housatonic, MA; this is primarily an in-person role, with the option to regularly work from home 1 day/week with supervisor approval
- Highly desirable, but not required:
 - Undergraduate or graduate degree, certificate, or other accreditation in fundraising/development
 - Prospect research experience

- Special events management experience
- Experience supporting a major capital campaign
- Physical Requirements: Pulse is an ADA-compliant, equal-opportunity employer. Reasonable accommodations will be offered to meet physical requirements, as needed.
 - This position requires working on a computer to complete most tasks and projects. Computer work may entail long periods of time . . .
 - *Looking at a computer screen*
 - *Remaining in a stationary seated or standing position (some adjustable height desks are available, as needed)*
 - *Performing fine motor skills to type and use a keypad/mouse*
 - *Verbally communicating with colleagues and constituents during video meetings*
 - Speaking on the phone or over video calls
 - Occasionally support studio maintenance projects alongside other staff; may involve moving boxes/supplies weighing up to 40-50 pounds across the studios/office
 - Work in a busy, often noisy environment

Application Instructions:

Please email a cover letter, 1-2 page resume, and contact information for 3 professional references to jobs@berkshirerpulse.org. Applications will be reviewed on a rolling basis, with priority consideration given to those who apply by April 30th. No phone calls, please.