

## **Job Announcement:**

### **Director of Development**

**The Alliance of Resident Theatres/New York (A.R.T./New York)**

**520 Eighth Avenue #319**

**New York, NY 10018**

**[www.art-newyork.org](http://www.art-newyork.org)**

**The Alliance of Resident Theatres/New York (A.R.T./New York) the service and advocacy organization for New York City's 375 nonprofit theatres is seeking a Director of Development to help lead this organization through the stages of growth that comes with the opening of The A.R.T./New York Theatres.**

In January 2017, A.R.T./New York realized it's most ambitious undertaking in its history: the Opening of the A.R.T./New York Theatres - two flexible Off and Off-Off Broadway spaces located in a mixed-use building on West 53<sup>rd</sup> Street and 10<sup>th</sup> Avenue. Thanks to leadership support from the City of New York, the A.R.T./New York Theatres feature state-of-the-art, fully accessible spaces. The rents are subsidized for our member companies with annual operating budgets below \$1 million, who lack permanent spaces of their own.

A.R.T./New York has been raising funds to support a 25-year Rental Subsidy Fund; a Facilities Maintenance Fund and Working Capital. The Campaign for the A.R.T./New York Theatres has raised nearly \$5 million dollars towards our goal of \$ 7.6 million.

In addition to the A.R.T./New York Theatres, the organization has two other facilities: Spaces @520, our Shared Office and Rehearsal Studios at 520 Eighth Avenue where our headquarters are located, and South Oxford Space in Brooklyn. Spaces @ 520, which opened in 2002, has 18 offices and 7 rehearsal studios. In 2000 A.R.T./New York purchased the former headquarters of the Visiting Nurses at 138 South Oxford Street in Fort Greene, Brooklyn. South Oxford Space provides 20 offices and 3 rehearsal studios. Both spaces offer office space at affordable rates, and rehearsal space at discounted rates for our members, as well as a shared kitchen, copy room/postage room; and storage.

A.R.T./New York also provides grants, cash flow and real estate loans; workshops and networking events; and professional development. Our Technical Assistance and Regrant Program for emerging theatres, the 24 year-old Nancy Quinn Fund, has made our organization an expert on the needs of small theatres. These programs along with our advocacy efforts have positioned the organization as a thought-leader with New York City's arts community.

While the organization has grown considerably in the past few years, A.R.T./New York strives to create a friendly environment staffed by people who love the theatre, welcome diversity in all of its forms, and are dedicated to a career of service. We work hard because our members inspire us each day.

## Responsibilities

### **I. Fundraising – Operations –45%**

- Set goals for annual fundraising campaigns;
- Direct and manage staff of two plus seasonal fellow to help achieve these goals;
- Oversee all institutional fundraising including maintenance of deadlines and prospect research;
- Work with staff to create strategic funding proposals for member programs and the Annual Fund;
- Successfully attract members to new Patrons Program to grow Individual Giving Campaign;
- Oversee development and production of Annual Report and all other online and print materials for fundraising;
- Work with staff, board and artists to strategize, initiate and oversee implementation of Cultivation Events including event concept; logistics; and donor participation;
- Work with the A.R.T./New York Theatres, South Oxford Space and Spaces @520 to create funding initiatives.

### **II. Annual Spring Gala – 15%**

- Oversee annual Gala including establishing financial goals; securing venue; working with artistic team; and Gala Committee to ensure that Gala goals are met;
- Oversee Gala Online Auction;
- Strategize to secure sponsorships working closely with Board and staff;
- Oversee all donor stewardship.

### **III. Campaign for the A.R.T./New York Theatres – 15%**

- Work with board and Executive Director to identify new funding sources to complete the Campaign for the A.R.T./New York Theatres. These include:
- Identifying a \$2.5 million donor to name the Mezzanine Theatre;
- Identifying six figure donations to name the lobbies and dressing rooms;
- Identifying additional funding for the Facilities Maintenance Fund.

### **• Board of Directors – 10%**

- Build and strengthen ongoing relationship with and cultivation of existing board members, with an eye towards board diversity;
- Manage Board Annual Fund Solicitation;
- Work closely with Committee Chairs and Executive Director to develop agenda, strategy, and overall planning of quarterly Board Meetings;
- Oversee creation and distribution of meeting materials including those from other departments;
- Oversee materials for reporting at all Board Committee Meetings;
- Manage support for Board Members in their solicitation efforts;
- Work with Executive Director and Theatre Board Members to develop and Artist Advisory Board.

### **IV. Staff Management – 10%**

- Responsible for overseeing and reviewing the performances and professional development of the Development Team;
- Demonstrate a “can-do” attitude that will motivate the staff to successfully achieve goals;

- **Finance – 5%**
- Oversee all development records including financial reports in Donor Perfect;
- Prepare departmental expense budget;
- Work closely with Executive Director, Deputy Director and ArtsPool to develop project specific and grant proposal budgets;
- Maximize the impact of records and data on DonorPerfect and research other wealth screening options.

### **Qualifications**

- Leadership experience as a nonprofit fundraising professional, preferably within the theatre or the arts;
- Proven record of success in meeting fundraising goals, including gifts from major donors, foundations and corporations;
- Equally comfortable playing external and internal roles;
- Proactive problem solver who demonstrates initiative and ability to work individually and on a team;
- Superior writing, communication, interpersonal, and organizational skills with experience prioritizing multiple assignments, meeting tight deadlines, and willing to be flexible with a lean staff;
- Experience working with databases;  
Experience with non-profit budgeting and finances.

### **Competitive Salary and Excellent Health Benefits**

**Interested candidates should submit a cover letter, resume, two writing samples and references to [Jobs@art-newyork](mailto:Jobs@art-newyork). No phone calls please.**

**A.R.T./New York seeks candidates from diverse backgrounds, abilities and experiences. We are an equal opportunity/affirmative action employer.**

**A.R.T./New York is committed to creating a welcoming environment that is inclusive and welcoming of people from all backgrounds, abilities and sexual orientations.**