



Performance Space New York is searching for:

Director of Development

Start date: April 13

Performance Space New York is looking for a full-time Director of Development responsible for growing and managing the organization's contributed income. As a member of the leadership team the Director of Development is supporting Performance Space's artist-centric mission by devising and implementing a comprehensive strategy for new and increased income from individuals, foundations, corporations, and government sources. Furthermore, the Director of Development is interested in exploring alternative models of philanthropy in keeping with Performance Space's exploration of new ways to model an arts organization.

Performance Space has been expanding the boundaries of live performance since 1980. After a major renovation and leadership change, the last three years have been a period of rapid growth and change for the organization. Performance Space is deepening its commitment to artists through engagements that encourage collaboration and experimentation. This requires an expanded financial capacity and a larger support base. Leading this strategy with innovation and dedication will be the new Director of Development. If successful this position will be able to help create a model that can demonstrate how an artist-centric approach activates a dedicated community of donors and allies, and is a catalyst for change in a cultural environment where this is deeply needed.

The Director of Development reports to the Executive Artistic Director and oversees the Institutional Giving Manager.

The Director of Development's responsibilities include:

- Together with the Executive and Deputy Directors, develop and implement a strategic fundraising plan and annual budget to renew and secure new funds for the organization, in a cost- and time-efficient manner, across all sources of giving.
- Support the Executive and Deputy Directors by guiding the management of their donor relationships through research, meeting briefs, and personalized stewardship plans.
- Work with members of the Board of Directors—which includes artists, philanthropists, and other critical leadership voices—to support direct giving and prospecting as well as the Board's strategic expansion and quarterly meetings.
- Grow and manage the Friends of Performance Space patron group, including six to eight annual cultivation events and travel opportunities, together with Deputy Director.
- Design and implement new major- and planned-gifts strategies, including the research and identification of new donors.
- Manage and expand individual and corporate budget-relieving sponsorships of the program, together with Deputy Director.

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- Grow and manage our Annual Fund by strategizing, implementing, and managing two annual appeals.
- Together with the Deputy Director organize the annual Gala, [a seated dinner for 300+ guests], and related events.
- Steward donors and deepen their relationships with the program through consistent, timely, and personalized communication, including outreach around key events.
- Support and enhance all aspects of development operations, including maintenance of the donor database, prospect lists, tactical plans, an annual calendar, gift policy, and related systems to ensure full IRS compliance.
- In addition to overseeing a portfolio of donors, oversee the Institutional Giving Manager's portfolio of foundation donors and prospects.
- Effectively communicate and represent the organization's mission and values through all fundraising activities, including the creation of solicitation materials, in collaboration with the Communications Manager.
- Remain knowledgeable of and report on new developments in the field of arts philanthropy.
- Through the above work, help lay the foundation for a future fundraising campaign in support of further institutional growth.

Additional responsibilities:

- Maintain a consistent and visible presence at most performances and events, including those on nights and weekends.
- Deliver weekly reports on progress toward annual goals at staff meetings.

The ideal candidate will possess:

- 3+ years of experience working in a development capacity (or comparable role) in the arts, philanthropic, corporate, or educational sectors.
- A familiarity with the history and contemporary fields of Performance Art and Visual Arts.
- Excellent etiquette and ability to interact with artists and donors alike.
- A commitment to equity, justice, and the utmost care for community engagement.
- Excellent interpersonal, intercultural, and organizational skills.
- Great written and verbal acuity, including enthusiasm for public speaking.
- High digital literacy, including a working knowledge of fundraising databases and industry-standard software (MS Office, Adobe Creative Suite, MailChimp, Ovationtix).
- Demonstrate an interest, enthusiasm, and affinity for working with diverse teams.
- A critical ability to work well under pressure and multitask.

- Good judgment and, ideally, a good sense of humor.
- Prior experience in special events planning.

Applications will be accepted through March 3, 2020. Early submissions are encouraged. Please send application materials (a substantive cover letter, resume, and three references) to Pati Hertling, Deputy Director (pati@performancespacenewyork.org). Salary is commensurate with experience. No calls, please.

Performance Space New York is an equal opportunity employer. All applicants will be considered for employment without attention to race, color, religion, sex, sexual orientation, gender identity, national origin, veteran or disability status. Performance Space is committed to the principle of equal employment opportunity for all employees and to providing employees with a work environment free of discrimination and harassment. All employment decisions at Performance Space New York are made without regard to race, color, religion or belief, family or parental status, or any other status protected by the laws or regulations of New York.

For more information, visit: performancespacenewyork.org.