

PERFORMANCE SPACE NEW YORK

POSITION TITLE: **Development Associate // (Full Time)**

REPORTS TO: Executive Artistic Director

WORKS CLOSELY WITH: Deputy Director, Senior Manager Institutional Partnerships, Finance Consultant, Program Director, House Manager

SALARY: \$50,000-\$60,000

Performance Space New York is seeking a Development Associate who will work closely with the Executive Artistic Director and the Deputy Director and provide administrative support for all fundraising efforts, including but not limited to the Annual Gala, smaller fundraising events through the year, and the *Visionaries* Program. This is an ideal position for someone who has worked in institutional fundraising before and would like to expand their skills and experience.

EAD and DD SUPPORT

- Report to and prioritize support for the organization's Executive Artistic Director.
- Support the maintenance and administration of the Executive Artistic Director and Deputy Director's calendars and correspondence, especially related to Individual Giving and Board.

BOARD ADMINISTRATOR

- Work closely with the EAD to manage Board
- Plan and execute all Board Meetings, including materials and minutes.
- Secure and process Board dues
- Manage Board calendar, administration, and events

DEVELOPMENT

INDIVIDUAL GIVING

- Assist with coordination of the organization's fundraising activities, individual giving (acknowledgment letters, gift processing), various cultivation dinners, and the annual Gala (guest management, liaising with outside vendors, staffing, and general event logistics).
- Coordinate invitations and setup for special events, working closely with all members of the PS New York team, but especially the Program Director and Deputy Director.
- Administer financial support from individual donors.
- Ensure that donor data is captured in the database in an ongoing and timely manner.
- Manage annual giving campaigns, including timelines, solicitors, mailings, and acknowledgements.
- Prepare key solicitors (Executive/Artist Director, Deputy Director and/or Board Members) for cultivation and stewardship calls and meetings.
- Develop and manage a meeting calendar with Individual Donors and Board.
- Coordinate existing relationships with individual donors.
- Support Deputy Director in managing Performance Space's *Visionaries* Program (i.e. drafting regular reports for members, assembling data and copy for annual report and organizing annual Visionaries Dinner, keeping member data up to date, following up with pledges etc).
- Manage donor acknowledgment for all of PS New York's individual support.
- Consult regularly with the programming and communications staff members to get the latest updates, statistics and anecdotes to create the most compelling packages for donor solicitations.

EVENT MANAGEMENT

- Manage guest lists for all cultivation events.
- Coordinate all aspects of the Annual Gala's Table and Ticket solicitation, including: send out pre-sale letter mailing, sending out invitation mailing, providing Staff leadership, Board & Committee members with support during solicitation periods.
- Coordinate Table/Ticket buyer communicating details as needed, confirming guests and ensuring payment.

- Work with Board and Staff leadership to develop seating plans & table charts.
- Follow-up with outstanding pledges and collecting payments after the event.
- Ensure that attendee data is captured in the database in an ongoing and timely manner.
- Organize and produce Gala Auction.
- Assist the Deputy Director with Art Sales.

Dedicated to supporting creative risks taken by artists from diverse genres, cultures, and perspectives, Performance Space New York presents and commissions works that challenge the boundaries of live performance. Performance Space is an innovative local, national, and global leader in contemporary performance.

Performance Space New York is committed to creating a diverse and inclusive environment and is proud to be an equal opportunity employer. Applicants from populations underrepresented in the theater / dance / performance's fields are strongly encouraged to apply.

To apply, please send a resume, cover letter, and at least two references to jobs@performancespacenewyork.org with Development Associate in the subject line by July 31. No phone calls please.