



Position: Director of Development
Location: Hybrid: Remote/On-site
FLSA Status: Full-Time/Exempt
Salary Range: \$125,000-\$140,000
Reports to: Vice President, Development
Supervises: Responsible for a staff of 8

The Organization

New 42 catalyzes the power of performing arts to spark new perspectives, incubate new works and create new opportunities for us all. Through the nonprofit's signature projects — New Victory Theater (New York City's premier theater for kids and families) and New 42 Studios ("Broadway's secret laboratory") — New 42 makes extraordinary performing arts a vital part of everyone's life, from the earliest years onward.

We believe that representation matters both on the stage and behind the scenes, and seek employees who feel the same. We also know that creative people often come with non-traditional resumes and experience; if you believe you'd be a great fit here, please don't count yourself out—we want to hear from you! Read more below on how to apply.

The Position

New 42 seeks a Director of Development who will manage the department under the direction of the Vice President, Development. The Director of Development will work to achieve fundraising goals set with the VP of Development, the CEO and the Board of Directors. They will be an active participant in and manager of all fundraising activities including creating and maintaining a portfolio of major institutional and individual donors, working with the Board Committee for the annual gala, and overseeing the overall management of the department and its staff of 8.



PRIMARY DUTIES AND RESPONSIBILITIES:

- Manage all aspects of the department to reach yearly fundraising goals and objectives
- Collaborate with the VP, Development, the CEO, Development's Senior Managers and members of the Board to create and implement a fundraising plan for the year
- Collaborate with above mentioned parties to create a 5-year strategy for fundraising beyond fiscal 2023.
- Identify and cultivate new institutional and individual donors
- Meet with donors and prospects in person at New Victory Theater performances and at all Development events
- Write and present fundraising progress reports to the Development Committee and the Board in conjunction with the VP, Development
- Maintain and expand a unique portfolio of major institutional and individual donors
- Lead Development's Senior Managers and Managers in the creation of all written development materials and campaigns, including correspondence, proposals, one pagers, solicitation emails and direct mail letters.
- Work closely with the Senior Manager, Individual Giving and Manager, Campaigns and Events to plan and execute the annual gala
- Liaise with New 42 Marketing and Communications on branding and crossover materials, in conjunction with the VP, Development and Senior Managers of Institutional and Individual Giving.
- Manage a development team of 8 people
- Actively engage and participate in ongoing Equity, Diversity and Inclusion work within the organization, including the centering of anti-oppressive practices within the development department for the advancement of New 42 as an anti-racist organization

Essential Knowledge and Qualifications:

- Strong leadership skills to inspire and motivate staff



- Effective, diplomatic oral and written communication skills
- Ability to multi-task and remain flexible while experiencing frequent interruptions
- Experience with budgeting and financial reporting
- Ability to exceed goals and meet deadlines
- Knowledge of the New York City philanthropic community strongly preferred
- Must possess an Indefatigable spirit
- Intensely organized with a superb attention to detail
- Facility with Google and Microsoft Teams software
- A collegial demeanor to interact effectively with other departments
- Outgoing with a keen sense of curiosity and initiative; motivated to succeed
- Facility with Google, Microsoft Teams and Tessitura software
- Ability to work nights and weekends

Why Should I Apply?

Be a part of this leading non-profit performing arts organization that is committed to empowering young people, artists and educators through the performing arts. In addition to a competitive salary, New 42 offers a strong employee benefit package which includes comprehensive Health Insurance, Flexible Spending Account, 403B Retirement Plan, Employee Pension, and Paid Time Off.

Equal Opportunity Employer

New 42 is an Equal Opportunity Employer and prohibits discrimination and harassment of any kind: New 42 is committed to creating a diverse environment and is proud to be an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, gender, gender identity or expression, sexual orientation, national origin, genetic information, predisposition or carrier status, disability, age, military or veteran status, or any other status protected by applicable law.



New 42 is committed to anti-oppressive practices in all departmental business processes; we aim to prioritize and advance as an anti-racist and anti-oppressive organization.

Accessibility Needs

Any applicants needing accommodations for accessibility purposes, please don't hesitate to let us know what you need.

Notes from Human Resources

For the safety of our guests and staff, New 42 requires employees to be fully vaccinated against Covid-19 (including booster if you are eligible). Documentation of vaccination status must be provided if an offer of employment is made.

Applicants must submit the following to hr@new42.org and reference "Director of Development" in the subject line to be considered for the position:

- Cover letter expressing specific interest in and qualification for the position
- Resume
- Writing sample