



Position: Manager, Institutional Giving
Location: Hybrid: Remote/On-site
FLSA Status: Full-Time/Exempt
Salary Range: \$70,000K- \$78,000K
Reports to: Director of Development

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 Manager, Institutional Giving, to collaborate with other members of the Institutional Giving staff to manage the organization's foundation, corporate, and government relationships, and secure funds for New 42's expanding programs, capital projects, and more. The Manager, Institutional Giving should have the ability to handle a diverse daily workload, prioritize competing deadlines, compose compelling data-driven materials, and meet or exceed multi-million dollar goals. They must have the ability to build and maintain positive ongoing relationships with foundation, corporate and government agency staff members, elected officials, and New 42 colleagues, while also working independently on substantial writing and composition projects.



PRIMARY DUTIES AND RESPONSIBILITIES:

- Manage and expand a sizeable portfolio of Institutional donors, for both operational and capital requests
- Write proposals, reports, acknowledgments, and general correspondence
- Identify, cultivate, and solicit prospective donors
- Compose program fact sheets, and organization collateral as needed
- Collaborate with program staff to collate data, conduct site visits, create volunteer opportunities, and compose proposal support materials
- Support the President and CEO, Vice President, Development, Director of Development and Board members in establishing new partnership and nurturing existing relationships
- Manage stewardship of Institutional donors and gift processing
- Maintain Institutional donor database and process departmental queries and reports
- Help create and revise project budgets and Institutional revenue tracking documents
- Provide in-person stewardship at performances, events and site visits 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:

- Expertise in direct solicitations, fundraising principles and techniques; experience working with corporate, foundation and government funders
- Ability to compose compelling narratives for multiple diverse programs
- Knowledge of government capital programs including proposal submission and reporting requirements
- Strong written and verbal communication, and interpersonal/relationship building skills
- Ability to manage competing deadlines
- Excellent organizational skills; a high level of attention to detail and the capacity to work comfortably in a rapidly changing environment on multiple, ongoing projects
- Experience creating budgets and financial narratives
- Familiarity with Microsoft and Google suites



- CRM experience, and the ability to become proficient in Tessitura
- Team player able to work collaboratively with development colleagues as well as interface effectively with other departments
- Self-directed and entrepreneurial; willingness to try new ideas
- Outgoing personality with the ability to engage donors and prospects in in-person meetings
- 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 to be considered for the position:

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