



**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 7, exclusive of Directors

## **The Organization**

Building on the foundation of seven historic theaters, The New 42nd Street (New 42) is a leading performing arts nonprofit whose mission is to make extraordinary performing arts a vital part of everyone's life from the earliest years onward. Led by President & CEO, Russell Granet, New 42 engages a wide diversity of New York City youth, artists, educators, and audiences through the New Victory Theater's stage presentations from around the world, award-winning education and youth employment programs, New Victory LabWorks, an incubator for new works, and state-of-the-art rehearsal studio spaces for New York City's creative community.

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 President & 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 7.



#### **PRIMARY DUTIES AND RESPONSIBILITIES:**

- Manage all aspects of the department to reach yearly fundraising goals and objectives.
- Collaborate with the VP, Development, the President & CEO, the Director of Individual Giving, the Senior Manager of Institutional Giving and members of the Development Committee of the Board to create and carry out a successful 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.
- Secure corporate support and sponsorship for events and programs.
- 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 substantive portfolio of major institutional and individual donors.
- Help to establish a planned giving program.
- Work with the Director of Individual Giving and other department Senior Managers and Managers in the creation of written development materials and campaigns, including correspondence, proposals, one pagers, solicitation emails and direct mail letters.
- Work closely with the Director, Individual Giving and Manager, Campaigns and Events and the Board Gala Planning Committee 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, Director of Individual Giving, and Senior Manager of Institutional Giving.
- Lead the management of a development team of 7 people, exclusive of Directors who report directly to the VP, Development.



- Actively engage and participate in ongoing Diversity, Equity, Inclusion and Belonging (DEIB) work within the organization, including the centering of DEIB practices within the development department.

### **Essential Knowledge and Qualifications:**

- Effective leadership skills to inspire and motivate staff
- Strong, diplomatic oral and written communication skills
- Ability to multi-task and remain flexible while experiencing frequent interruptions
- Experience with and thorough understanding of budgeting and financial reporting
- Ability to exceed goals and meet deadlines
- Knowledge of the New York City philanthropic community
- 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 online [here](#) to be considered for the position:

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