

**POSITION ANNOUNCEMENT**  
**TWO DEVELOPMENT ASSOCIATE ROLES AT ARS NOVA:**  
**INDIVIDUAL GIVING & SPECIAL EVENTS ASSOCIATE**  
**& INSTITUTIONAL GIVING ASSOCIATE**

POSTING DATE: June 7, 2022  
STATUS: Full-Time Exempt  
SALARY: \$50,000

**Ars Nova seeks two fearless fundraisers, dynamo project managers, community builders and storytellers to join our Development Team.**

Ars Nova exists to discover, develop and launch singular theater, comedy and music artists who are in the early stages of their careers. We were founded as a playground and a launch pad for emerging artists to create new work, with a dual mission to build the next generation of audiences for live entertainment by prioritizing a zeitgeist-forward aesthetic and marrying it with accessible ticket prices. Today, Ars Nova is known for its “pop-culture-savvy experimentation, with a hipness that sets it apart” (New York Times).

*Ars Nova recognizes both that it is a predominantly white institution and that our institutional practices have led to the exclusion of Black, Indigenous and People of Color from our team. We are actively working to become a more diverse, anti-racist, inclusive organization; please see our commitments and progress towards these objectives [HERE](#). We hope BIPOC candidates will accept our invitation to apply.*

**ABOUT THE INDIVIDUAL GIVING & SPECIAL EVENTS ASSOCIATE**

**KEY PURPOSE OF POSITION/GOALS:**

The Individual Giving & Special Events Associate is the CEO of caretaking for Ars Nova’s community of supporters, making connections between the generous folks that support our work, and the art their work makes possible. Specifically, you will:

- **Manage Ars Nova’s Super Nova program for donors giving \$500 to \$5,000 annually** including overseeing benefits fulfillment, renewals, and relationship management;
- **Coordinate logistics for Ars Nova’s special events**—from our annual Nova Ball blowout to smaller cultivation events and pre/post show gatherings;
- **Serve as a member of Ars Nova’s Development team**, partnering to execute team-wide goals and initiatives, and using your expertise and knowledge to support the needs of the entire organization;

## **SPECIFIC RESPONSIBILITIES AND COMPETENCIES:**

The responsibilities, competencies and expectations outlined below are representative, not exhaustive. Responsibilities may shift as needed to best align with organizational needs.

- **Managing Ars Nova's Super Nova program, including:**
  - Serving as the Super Nova concierge for Ars Nova's community of donors, including booking house seats, setting up Supra subscriptions, ensuring reserved seats and drink tickets, and coordinating donor gifts.
  - Cultivating community and relationships with Super Nova donors, including greeting folks at the theater, setting up coffee/drinks dates for continued conversation, and coordinating Super Nova events after select performances.
  - With the Development Assistant, driving the team toward prompt renewal notices and acknowledgment letters for Ars Nova's individual donors.
  - Partnering with the Development Director and Marketing Team on acquisition strategies to bring more Super Novas into the Ars Nova fold.
- **Coordinating logistics for all special events, including:**
  - Overseeing table/ticket sales and inventory management, guest lists and seating charts, vendor relationships, and volunteer coordination for our annual Nova Ball and any other large-scale benefit events.
  - Managing logistics and partnering across the staff in the execution of all small-scale special events from top-to-bottom, including pre- and post- show events at the theater and offsite cultivation and stewardship events.
  - Partnering with Ars Nova's Board Members to raise funds through special events, providing top-of-the-line concierge service for Board Members hosting parties at the theater or offsite in support of Ars Nova, and in managing their invite and guest lists for Nova Ball and other benefits.
- **Mentor and guide the Development Assistant and the Development Fellow** to learn about and support individual giving and special events projects.

## **ABOUT YOU:**

- You **believe fiercely in Ars Nova's mission and values**, and are comfortable serving as an advocate, cheerleader, and representative for our artists and programs;
- You are **a community builder with a knack for hospitality and service**, who can attract people to support a common cause and leave them feeling cared for and appreciated.
- You have **excellent followthrough and organization skills**, and can independently balance a variety of communication threads, projects and goals while keeping an eye on the big picture;
- You are **adept at managing up and coalition-building** to keep everyone moving forward together on big goals;
- **You share our commitment to anti-racism and creating and maintaining an inclusive environment**, are excited about joining our efforts to make Ars Nova a more just and equitable place to work and make work, and have the ability to interact effectively with people of different cultures and socio-economic backgrounds;

## **BONUS IF :**

- You have **1-2 years training and/or experience** in fundraising for a nonprofit organization (prior arts nonprofit experience is also a plus);
- You have a **background in customer service, hospitality, and/or executive assistance**;
- You **thrive in all-out, go-big-or-go-home environments** and can move quickly to adjust to changing needs and priorities;
- You **love to collaborate** and work well with colleagues to discover new ideas, paths, and strategies.

## **ABOUT THE INSTITUTIONAL GIVING ASSOCIATE**

### **KEY PURPOSE OF POSITION/GOALS:**

The Institutional Giving Associate is the CEO of grant writing and reporting at Ars Nova, shepherding our relationships with the foundations, governments, and companies that support our work, and helping discover and pursue new opportunities for grant funding. We believe that Ars Nova - and our community of artists - have a compelling story to tell as we launch into our next chapter, and we're looking for the right person to help us tell it. Specifically, you will:

- **Manage Ars Nova's institutional partnerships, raising \$1M+ annually** through foundation, government and corporate grants;
- **Make compelling cases for Ars Nova's philanthropic partnerships** for project-based, general operating, and capital funding, and by connecting our funders with the work of the emerging artists we exist to support;
- **Serve as a member of Ars Nova's Development team**, partnering to execute team-wide goals and initiatives, and using your expertise and knowledge to support the needs of the entire organization;

### **SPECIFIC RESPONSIBILITIES AND COMPETENCIES:**

The responsibilities, competencies and expectations outlined below are representative, not exhaustive. Responsibilities may shift as needed to best align with organizational needs.

- **Oversee all fundraising from our portfolio of institutional donors, including:**
  - Writing and submitting grant proposals and reports for general operating, project-based, and capital funding.
  - Project managing all supplemental materials needed for grants including artistic work samples, budgets, and marketing collateral.
  - Identifying new grant opportunities through prospect research.
  - Partner with the Development Director and Executive Leadership to develop strong relationships with the staff and boards of our institutional partners, including coordinating and attending meetings, greeting folks at the theater, and offering consistent invitations to engage with our work.
  - Coordinating the unique compliance and reporting policies and procedures for each funder.

- **Collaborate across the organization to be a bridge between our work and our institutional partners**, including:
  - With the Development Director, strategizing the best match for each project-based grant opportunity.
  - Partnering with Ars Nova’s artists and artistic staff to help illuminate and connect their work to funding partners throughout the development process.
  - Lending your skills in communications, writing and proofreading to projects across the organization, including being an extra eye on marketing materials and any public messaging.
  - Offering support to artists in our programs who are applying for direct grant funds, including reading drafts of proposals and offering notes/guidance.
- **Mentor and guide the Development Assistant and the Development Fellow** to learn about and support institutional giving projects.

### **ABOUT YOU:**

- You **believe fiercely in Ars Nova’s mission and values**, and are comfortable serving as an advocate, cheerleader, and representative for our artists and programs;
- You are a **skillful storyteller and artistic translator**.
- You have **razor-sharp attention-to-detail** and are the kind of person that people automatically go-to when they need a proofread or second eye.
- You are **an adept project manager and organizer**, who can balance a variety of projects and goals while keeping an eye on the big picture;
- **You share our commitment to anti-racism and creating and maintaining an inclusive environment**, are excited about joining our efforts to make Ars Nova a more just and equitable place to work and make work, and have the ability to interact effectively with people of different cultures and socio-economic backgrounds;

### **BONUS IF :**

- You have **1-2 years training and/or experience** in fundraising for a nonprofit organization (prior arts nonprofit experience is also a plus);
- You have **a background in writing and editing**;
- You are **relentlessly curious**, and love to dig into the what, why, and how of what you’re working on;
- You **thrive in all-out, go-big-or-go-home environments** and can move quickly to adjust to changing needs and priorities;
- You **love to collaborate** and work well with colleagues to discover new ideas, paths, and strategies.

### **PROCESS & POSITION DETAILS FOR BOTH ROLES**

#### **AN EXCEPTIONAL OPPORTUNITY:**

Both roles are exempt, full-time positions with a starting annual salary of \$50,000, based in NYC. **Ars Nova aims to compensate fairly and competitively within the not-for-profit entertainment industry, and on a transparent level salary system within the organization; our Fair Pay**

**Guidelines are available [HERE](#).** Benefits include health and dental insurance, an open and unlimited vacation policy, an Employee Assistance Program offering confidential counseling, legal support, work-life solutions and the like, opt-in 403B, FSA, and TransitChek plans, and more

**APPLICATION INSTRUCTIONS:**

**Please submit a resume and a personal statement.** Ditch the “cover letter” and speak from the heart about what excites you about this job opportunity. While we ask that resumes be submitted in written form, we invite applicants to submit their personal statement via a written piece, audio or video recording – whatever form best supports your self-expression.

**Submission link:**

<https://form.asana.com/?k=DS7x-4WdNwdcqMCVvyWJEg&d=75190075101323>

*In order to help maintain an equitable process, please do not submit unsolicited candidate recommendations. For process or technical questions, please email [jobs@arsnovanyc.com](mailto:jobs@arsnovanyc.com).*

**HIRING PROCESS:**

Applications will be reviewed on a rolling basis until the position is filled. Each application will be reviewed by Ars Nova’s Associate Executive Director and People & Culture Director. Selected candidates will have an initial interview over Zoom or phone with the Associate Executive Director, and finalists will have an in-person conversation with several members of the Ars Nova team. References will then be checked and an offer is expected to be made no later than July 1. Both positions are being hired simultaneously. If qualified, you can apply for both or may be called in for either/both positions.

**Both positions are currently expected to start on July 18, 2022.**