

**POSITION ANNOUNCEMENT:
DEVELOPMENT DIRECTOR**

POSTING DATE: August 8, 2022
STATUS: Full-Time Exempt
SALARY RANGE: Level 3 of our [Fair Pay Guidelines](#): \$80,000-\$100,000

Ars Nova seeks a compelling leader, strategic thinker, and fearless fundraiser to join us as our Development Director. Co-reporting to the Producing Executive Director, Renee Blinkwolt and the Founding Artistic Director, Jason Eagan, the Director serves as a key member of the theater's leadership team and helps to ensure we meet our highest strategic priorities by connecting our artists, programs and initiatives to the people who respond most to our mission, values and work, and engaging them in making this work possible to the fullest extent of their capacity.

Ars Nova exists to discover, develop and launch singular theater, comedy and music artists who are in the early stages of their careers. We are the stomping ground and launching pad for visionary and adventurous artists to create new work. We strive to build the next generation of audiences for live entertainment by prioritizing a zeitgeist-forward aesthetic and marrying it with accessible ticket prices. Some of our acclaimed work includes: Heather Christian's *Oratorio for Living Things* (dubbed "profoundly strange and overwhelmingly beautiful" by The New York Times), the Lortel Award-winning "Outstanding Musical" *Rags Parkland Sings The Songs Of The Future*, the Broadway-bound *KPOP*, Obie-award-winning and international touring *Underground Railroad Game*, and the Tony Award-winning smash-hit *Natasha, Pierre & The Great Comet of 1812*.

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 candidates from the global majority will accept our invitation to apply.

KEY PURPOSE OF POSITION & GOALS:

The Development Director is the CEO of all fundraising strategy and efforts, and secures the contributed revenue necessary each season to support Ars Nova's artists, programs and initiatives. This role plays a critical part in helping Ars Nova meet its mission, and uphold its core values. Developing and producing boundary-defying theater, while prioritizing fair pay and low ticket prices, means raising a lot of money each year and Ars Nova is seeking a Development Director with broad-based development experience - and a particular strength in and affinity for individual giving - that relishes a stretch goal when it means saying 'yes' to our artists and values-based initiatives. Specifically, you will:

- Lead all fundraising for the organization through producing special events, executing a portfolio of major giving, managing and mentoring three staff members, and partnering with the entire Ars Nova team, including executive and board leadership to meet annual goals;
- Create the strategic direction for each season's funding plan, and adjust the plan over the course of the year to ensure hitting our overall development goals (currently apx. \$2.5M-\$3M annually) by identifying challenges and opportunities in real-time, and pivoting accordingly;
- Serve as a member of Ars Nova's highly collaborative leadership team, guiding initiatives, building consensus and harnessing the expertise of constituents across the 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.

LEADERSHIP

- Serve as a key liaison to our Board of Directors, and support executive leadership in Board relationship management.
- Participate in strategic planning, budgeting and annual priority-setting conversations with leadership, and drive long-range thinking in fundraising for Ars Nova's short, medium, and long-term goals and dreams;
- Attend readings, workshops, and performances of work from artists in our development pipeline, to lead in long-range thinking for project-specific funding;
- Partner with the Marketing Director and Culture & Community Director to optimize synthesis and identify opportunities for mutually beneficial storytelling and engagement;
- Oversee and mentor a three-person development team, including:
 - the full-time Individual Giving & Special Events Associate in their ownership of donor benefits, stewardship events, and administrative support in asks and acknowledgements
 - the full-time Institutional Giving Associate in their ownership of grant writing and reporting;
 - the part-time Development Assistant in their ownership of development operations, including database maintenance, gift entry, timely gift acknowledgement, and record-keeping for the annual audit;

INDIVIDUAL GIVING

- Identify, cultivate, solicit and steward major gifts (\$5,000+) by connecting people who value our work with the programs, artists, and initiatives who will inspire engaged multi-year philanthropy;
- Drive the overall strategy and growth of our Super Nova program (\$500+), and invest in the engagement and cultivation of those dedicated supporters;

- Create gratitude touchpoints and standards of service for all individual donors (\$1+) to ensure that every Ars Nova supporter feels valued and appreciated whether their giving potential is \$5 or \$50,000.
- Engage individual donors with the art on our stages, including inviting them to performances and meeting them before and after shows.

SPECIAL EVENTS

- Serve as the primary event producer for Nova Ball, our annual benefit event, including leading the fundraising strategy, ticket/table sales, live auction, celebrity and artist invitations, creating seating charts, and vendor management;
- Facilitate the work of, and collaborate with, the Nova Ball Producing Team, inclusive of Development, Artistic, Production & Executive staff members in creating the overall vision for the event, securing honorees and performers, selecting a venue and date, and ensuring the success of a larger-than-life, raucous night for Ars Nova's community;
- Lead, motivate and partner with the entire Ars Nova staff in overseeing marketing materials, press strategy, audience services, hospitality, volunteer coordination, table decor, on-site logistics, and COVID safety;
- Partner with Ars Nova's Board of Directors to ensure the success of the event, including soliciting ticket/table prospects, securing auction items, and looping them into the night's overall fundraising strategy and goals;

INSTITUTIONAL GIVING

- Serve as the primary liaison to a portfolio of major funders, including annual meetings and theater greeting;
- Craft the best pitch for each project-based grant opportunity, combining your knowledge of Ars Nova's programs, initiatives, and artistic pipeline with our understanding of funder interests and missions;
- Lead the development, writing, and institutional alignment of major grants, including proposals for new programs or projects, or capital funding.

ABOUT YOU:

- You have 4+ years of progressive experience in fundraising for a nonprofit organization (arts and theater specific experience a plus);
- You feel joy when you successfully shepherd ideas into reality by connecting them to resources and advocates;
- You are adept at navigating authority, responsibility and transparency both vertically and horizontally within a highly collaborative framework. You can manage "up" and "down."
- You are flexible, responsive, and can monitor and forecast long-range income and expenses with well-reasoned accuracy.
- You have a sophisticated understanding of Anti-Racism and Anti-Oppression principles and practices, and are skilled at facilitating conversations and turning ideas and principles into priorities and actions.

BONUS IF:

- You love theater and have a passion for Ars Nova's mission and core values;
- You are a skilled manager, mentor, and leader who can lead a team of emerging professionals to meet lofty goals, and inspire the Ars Nova community to follow your lead;
- You are ambitious, forward-thinking, and love to dream big;
- You have a strong background in producing special events and working directly with donors/funders;
- You have a sense of where Ars Nova sits within the cultural nonprofit landscape of New York City and familiarity with major philanthropists and key movers-and-shakers in the theater industry.

AN EXCEPTIONAL OPPORTUNITY:

This is an exempt, full-time position with a starting annual salary range in Level Three of our Fair Pay Guidelines, between \$80,000 and \$100,000 commensurate with experience. **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. Ars Nova is based in NYC and offers a flexible work schedule and remote/in-person hybrid work space.

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=QIHgDnwQUkBBoeRpEQJp-w&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.

HIRING PROCESS:

Every application received by August 26 will be reviewed by the Producing Executive Director, Renee Blinkwolt and the Culture & Community Director, Kisha Jarrett. Shortly after applications are reviewed, up to 15 candidates will have an initial 15-30 minute chat over the phone or Zoom. 4-8 candidates will be invited for an in-person or Zoom interview with Renee and Kisha. 2-4 finalists will participate in a series of in-person final interviews with several staff members, including Founding Artistic Director, Jason Eagan, and will be asked to complete a brief homework assignment to demonstrate core competencies and personal approach. Additionally, finalists may request a meeting with members of our affinity group for staff members who identify as people of color, if that perspective would be helpful to them. References will then be checked and an offer is expected to be made in September 2022.

The position is currently expected to start in October 2022.