

## **Director of Development, Young Audiences New York (New York, NY)**

Young Audiences New York (YANY) is looking for an exceptional, full-time Director of Development who will be the primary partner to the Executive Director to design and execute the organization's long- and short-range development plan.

### **About Young Audiences New York**

Young Audiences New York (YANY) uses art to create opportunity and promote equity for young people, families, and communities throughout New York City. We provide artmaking opportunities across the arts—music, dance, theater, visual and digital art. Each year, we give hundreds of children the chance to create art, taught by our distinguished company of practicing, professional New York City artists.

YANY was founded in 1953 to provide arts exposure to children by bringing chamber musicians to schools for performances. It has since evolved with the needs of NYC youth to provide artmaking opportunities across the arts for students from kindergarten through high school. Our programs are informed by current research and best practices and leverage our affiliation with the nation's largest arts in education learning network, Young Audiences Arts for Learning, which serves more than 5 million children and youth annually in over 7,000 schools and community centers across the country.

### **Position Summary**

The Director of Development (DoD) will be the primary partner to the Executive Director in building and executing fundraising strategies capable of supporting robust growth in a complex and competitive environment. DoD's objectives will include building a diverse pipeline of government, foundations, corporations, major gifts, and individual donors, and implementing processes to support sustained growth across all categories.

### **Job Responsibilities**

#### **1. Fundraising Strategy and Management**

- Design and implement an annual development plan that incorporates short- and long-range goals that deliver a sustainable mix of funding pipeline
- Maintain accurate, confidential records of progress and activity reports for the Executive Director and the Board of Directors
- Participate in the budgeting process and monitor data collection for grant reports
- Support the Executive Director in his/her engagement with the Board of Directors and ensure effective engagement with the Development Committee, if needed.
- Oversee the planning and management of strategic cultivation and stewardship events
- Maintain working knowledge of city, state and national priorities and issues, including major news stories that are of interest to our supporters
- Work with the Executive Director and Marketing Department to implement a communications plan, including development of messages, materials, donor communications, annual reports, newsletters, and other communications that advance YANY's mission and visibility.

## **2. Donor Management**

- Support the Executive Director and other leadership's donor engagement as well as carry out face-to-face solicitations and other direct engagement with donors and prospects
- Develop goals, strategies, cultivation, solicitation, and stewardship plans for each donor, ensuring that each one receives personalized contact
- Identify new prospects for major gifts and opportunities for increased giving by current donors.
- Oversee prospect research and actively lead identification of prospects to bring new supporters into the organization
- Oversee the drafting of donor correspondence and maintain primary responsibility for developing messages, strategy memos, talking points, and donor materials
- Manage donor communications and administrative tasks
- Oversee and conduct research and prepare reports on individual donor prospects
- Oversee gift processing and acknowledgement distribution
- Oversee the maintenance of the CRM and other relevant records

## **3. Grant Development & Management**

- Develop and manage annual fundraising calendar and grants cycles
- Develop and manage a system for tracking restricted and various grant activities
- Ensure accuracy of the grants database, including tracking submissions, awards and reporting deadlines
- Draft/Supervising and secure supporting documents based on the requirement of grants guidelines
- Draft/Supervising and secure supporting documents for grants reports

## **Characteristic & Skills**

- Are passionate, energetic, and perceptive with exceptional proficiency in creative, strategic, and analytical thinking, as well as practical problem-solving
- Have excellent verbal, written and interpersonal communication skills as well as organizational and time management skills
- Minimum 7 years of experience in fundraising, including significant experience in major donor and foundation fundraising.
- Knowledge of the New York philanthropic community is a plus
- Have demonstrated ability to work effectively with and quickly gain the respect and support of various and diverse constituencies, including board members, staff, affiliates, partners, members, donors, and prospects
- Have experience successfully overseeing and supervising colleagues
- Are detail-oriented with strong follow-through and the ability to meet tight deadlines
- Have the ability and sound judgement to set and adhere to priorities
- Have experience developing and managing brand and fundraising communication efforts
- Have sound judgment in maintaining confidentiality of donor information

- Have database and record-keeping proficiency, including donor database/CRM experience.
- Have a firm commitment to the mission and principles of YANY.
- Have a firm commitment to diversity: a personal approach that values the individual and respects differences of race, ethnicity, age, sex, sexual orientation, gender identity and expression, religion, ability, involvement with the criminal justice system, and socioeconomic circumstance.
- Bachelor's degree required; Master's Degree or equivalent of experience preferred.

### **Application Instructions**

We look forward to hearing from you! Please send a cover letter and résumé to [employment@yany.org](mailto:employment@yany.org). Deadline to apply for this position is April 15<sup>th</sup>, 2022. We hope to fill the position immediately.

**Applicants with diverse backgrounds and experiences are encouraged to apply.**

YANY provides equal employment opportunities (EEO) to all persons regardless of age, color, national origin, citizenship status, physical or mental disability, race, religion, creed, gender, sex, sexual orientation, gender identity and/or expression, genetic information, marital status, veteran status, or any other characteristic protected by federal, state, or local law