



**Position:** Director, Institutional Giving  
**Location:** Hybrid: Remote/On-site  
**FLSA STATUS:** Full-Time/Exempt  
**Reports to:** Vice President, Development  
**Salary range:** \$102,000 to \$112,000

### **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 Director, Institutional Giving to lead the Institutional Giving staff and manage and expand on the organization's foundation, corporate foundation and government relationships to raise funds in support of New 42's operations and programs, capital projects, endowment and more. The Director, Institutional Giving is expected to have the ability to handle a diverse daily workload including staff management, to meet or exceed multi-million dollar goals and to prioritize a complex schedule of deadlines.

The Director, Institutional Giving will be responsible for building and maintaining positive ongoing relationships with foundation, corporate foundation, and government agency staff members, elected officials, and New 42 colleagues, while also working independently on substantial writing and composition projects. To do this job effectively, they must be able to meet in-person with funders, prospects, Board members, New 42 colleagues in other departments and Development staff.

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

- Lead the Institutional Giving staff to meet or exceed annual goals by securing support from institutional donors for New 42's operations and programs, capital projects, endowment and more.



- Supervise the Manager, Institutional Giving and Associate, Institutional Giving, providing guidance, mentorship, training, feedback and support to fulfill their responsibilities and develop professionally. Manage and conduct team member performance reviews.
- Develop a robust prospect identification, vetting and cultivation strategy. Cultivate and steward a portfolio of funders and prospects; assign separate portfolios for Institutional Giving staff; and support the Vice President, Development, President & CEO and Board members in managing and advancing their portfolios and connections.
- Write or supervise the creation of grants, reports, acknowledgements, program fact sheets, collateral materials, the annual “Year in Review” and general correspondence.
- Collaborate with program staff to collate data, conduct site visits and compose proposal support materials.
- Partner with the Finance department to develop and revise project budgets, track program allocations and provide audit materials.
- Manage annual budgeting and forecasting for Institutional Giving.
- Stay abreast of philanthropic trends and organization strategic plans and needs.
- Conduct in-person donor stewardship at performances, events and site visits, which may take place on nights and weekends, including greeting donors at performances as needed.
- Accomplish other duties as assigned by the Vice President, Development.

#### **ESSENTIAL KNOWLEDGE AND QUALIFICATIONS:**

- Expertise in direct solicitations, fundraising principles and techniques; experience working with foundation, corporate foundation and government funders.
- Ability to manage staff and provide professional development as needed.
- Experience with grant writing, prospect identification, budget and financial narrative development, budget and expense tracking and the grant award process.
- 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 both virtually and in-person in a rapidly changing environment.
- Ability to work collaboratively with other colleagues within the organization.
- Self-directed and entrepreneurial; willing to try new ideas.
- Outgoing personality with the ability to engage donors and prospects through correspondence and in-person meetings.
- Ability to work nights and weekends as needed.



### **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.

### **Accessibility Needs**

Any applicants needing accommodations for accessibility purposes, please don't hesitate to let us know what you need.

### **Application Instructions**

Applicants must submit the following to [development@new42.org](mailto:development@new42.org) to be considered for the position:

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