



Director of Development Job Announcement
Deadline to apply: February 14, 2018

Spaceworks is a nonprofit cultural community development organization dedicated to expanding the supply of accessible space for artists, residents, and cultural workers to gather and engage in their creative and cultural practices. We currently operate five artist workspace facilities in Brooklyn and Queens with spaces in development in Manhattan and the Bronx.

We are looking for a highly motivated, creative, passionate Director of Development to help lead the next phase of growth for the institution. The ideal candidate has a track record of success in cultivating and maintaining strong relationships with philanthropic foundations and individual donors. They must have confidence in creating and advancing planning and solicitation strategies to build and maintain a robust individual giving revenue stream. Similarly, they should have experience in managing a database, inclusive of deadlines and renewal requirements, for institutional giving.

The Director of Development will be expected to maintain integrity, trust and confidentiality at all times. Strong familiarity with the arts and community development in New York City is key to success in this position.

Primary responsibilities include:

- Manage a personal portfolio of donors and prospects and maintain communications with portfolio through face-to-face cultivation, solicitation, and stewardship meetings in collaboration with the Executive Director.
- Coordinate the development of solicitation strategies for key prospects and advance the internal planning needed to support those efforts, ensuring that each major donor and prospect has a clear strategy and timeline for cultivation, solicitation, and stewardship.
- Lead the effort to track all individual giving, including board giving.
- Expand the major gift prospect pool by building relationships, identifying new potential candidates, and acting on data and prospect research.
- Work with Executive Director to program and run high-level giving programs to engage and recognize donors, including a fundraising event planned for Spring 2018.
- Write and track all communications, including proposals for significant individual solicitations and contact reports following all meetings with donors and prospects.
- Oversee timely gift processing and acknowledgment of individual major gifts.

Qualifications:

- A minimum of 3-7 years of fundraising experience at a nonprofit cultural or community development organization.
- Strong interpersonal skills, including the ability to communicate professionally and effectively with volunteers, colleagues, and donors.

- Excellent oral and written communication skills.
- Exemplary organizational skills.
- A demonstrated interest and ability to work within Spaceworks mission to provide subsidized workspace for people to gather and engage in their creative and cultural practices. Spaceworks develops and manages creative spaces that are responsive to the needs of local communities. A strong understanding of this unique role in the NYC cultural ecology is a must.
- Fluency in multiple languages a plus.
- Experience working with diverse populations including race, ethnicity, sexual orientation, gender identity.

Please send an email with “**Director of Development**” as the subject with attached resume (1 page max; please include information about budgets managed and gifts/grants secured), cover letter (2 pages max), and one professional writing sample (2 pages max). For the writing sample, the candidate may choose from the following:

- Submit a writing sample (ie a grant proposal or solicitation letter) from a previous position
- Submit a mock proposal to a funder for general operating support for Spaceworks

All materials must be submitted together as a single PDF format to jobs@spaceworksnyc.org no later than EOD February 14, 2018. Due to the number of applicants, only qualified candidates will be contacted.

We value the contributions of people of color, disabled people, queer and trans* people and welcome these candidates to apply.

A competitive salary, commensurate with experience, will be offered along with full medical and dental insurance, optional 401k plan and transit benefits.

Spaceworks provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, sex, national origin, age, disability or genetics. In addition to federal law requirements, Spaceworks complies with applicable state and local laws governing nondiscrimination in employment in every location in which the company has facilities. This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation and training.