

## **Development Director, New Village Arts**

### **Background**

New Village Arts (NVA) a 9-year-old theatre company based in Carlsbad California (a charming beachside community of approximately 100,000 residents in North San Diego County) has become one of the most critically acclaimed professional theatre companies in the region and has had a major impact on the San Diego theatre scene. The company is committed to presenting the finest classic and contemporary plays each season. Past productions have included Anton Chekhov's *Three Sisters*, the luminous Irish play *Dancing at Lughnasa*, Clifford Odets' classic thirties *Golden Boy*, and John Patrick Shanley's *Sailor's Song* (which earned five San Diego Critics' Circle awards), to name just a few.

### **Season 10**

Through well managed strategic growth New Village Arts has been able to continue expanding for the last 9 seasons and is well positioned to celebrate its tenth season in style. Season 10 will include 7 Mainstage productions, a Shakespeare-in-the-Park event expected to draw nearly 10,000 patrons, a Jazz and Blues Series, an Arts Education Program, and an expanded Foundry Art Studio, a program that provides cost effective studios for visual artists that create work onsite. The company's operating budget is expected to be more that \$550,000 in FY10-11 with about 40% coming from contributed revenue.

To continue the theatre's rapid growth New Village Arts seeks a Development Director to work hand-in-hand with the Managing and Artistic Directors to provide leadership and management for the planning and execution of all development and sponsorship activities for the Theatre. This will include, but is not limited to, the creation and implementation of a Development Plan that features Annual Giving, Major Gifts, Corporate partnerships, Donor Recognition and Stewardship Plan, Donor Cultivation Events and other Fundraising Events. This person will also oversee all grant writing and reporting. New Village Arts is small growing arts organization, and is specifically looking for a team player who can embrace change, think "out of the box" work well independently and with teams of co-works and volunteers and loves the challenge of growing an organization and its programs.

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

1. Overall planning and implementation of development activities
  - a. Work with the Managing and Artistic Directors and the Board to develop an annual fundraising plan that includes goals and strategies for individual, corporate, foundation and government sources.
  - b. Serve as the key staff support to the Development Committee of the Board, including management of fundraising events.
  - c. Create reports that help with analysis and strategy, including periodic progress reports and gift histories

- d. Maintain ongoing favorable relations with funders and make personal contact with major funders in conjunction with the Managing and Artistic Directors and/or members of the Board.
- 2. Individual Donors
  - a. Work with the Managing and Artistic Directors and Board to develop and implement strategies for major individual gift solicitations and capital campaigns.
  - b. Organize and educate Board and Advisory Board members in solicitation and donor cultivation campaigns with the Managing Director.
  - c. Be responsible for the management and implementation of direct mail, telefundraising, subscription add-on and online giving campaigns, including the development of benchmarking methods for evaluating these campaigns.
  - d. Track and analyze overall and appeal-specific efforts and make recommendations for increasing results.
  - e. Develop plans for identification and cultivation of promising prospects at all levels of the donor base.
- 3. Foundation, Corporate and Government Fundraising
  - a. Work with volunteers and local supporters to identify potential funding sources;
  - b. Write grant and sponsorship proposals and execute timely completion of reports to funders and renewals.
  - c. Make personal contact with funders and maintain ongoing favorable relations in conjunction with the Executive and Artistic Directors and/or members of the Board.
- 4. Community Relations
  - a. Represent New Village Arts as a spokesperson at community and funder-sponsored events, and other speaking opportunities.
  - b. Develop community interaction plans as fundraising tools.

#### REQUIRED EXPERIENCE AND QUALIFICATIONS

1. Knowledge of and minimum of two to five years practical experience with: Major donor solicitation, capital campaigns, grant writing, attracting new and growing donors, prospect research, corporate sponsorships and / or development systems and operations.
2. B.A. in theatre administration or fundraising, MA / MFA preferred.
3. Proficiency in Word PowerPoint and Excel required; Knowledge of fundraising databases preferred.
4. Ability to write in a clear and compelling fashion.
5. High energy, positive attitude; enjoys challenging work. An eagerness to work collaboratively as part of a dynamic small management team.
6. Ability to travel and work weekends, late night or early mornings, when necessary.

#### SALARY AND BENEFITS

Salary is on par with similar growing theatre organizations, New Village Arts offers an employee healthcare plan, and two weeks paid vacation. Send resume, writing sample or other appropriate demonstration of fundraising success to [Alex@newvillagearts.org](mailto:Alex@newvillagearts.org) by April 15th.

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