DIRECTOR OF INDIVIDUAL GIVING, PS21

PS21, Performance Spaces for the 21st Century in Chatham, NY, Columbia County, Hudson Valley is seeking a part-time Director of Individual Giving.

The Director of Individual Giving will help deepen our financial health and long-term sustainability as we fully develop our new state-of-the-art performance facility.

This is an outstanding opportunity for mid-career talent or an experienced development officer returning to the profession.

20-28 hours/week, in a hybrid virtual-onsite work environment

Key Responsibilities include but are not limited to:
• Building a 3-year Development Plan, in consultation with Board, Finance Consultant, and Staff.
• Creating and executing a strategy for growing our base of annual individual donors.
• Directly engaging with individual donors, family foundations and donor-advised funds for mid-high gift asks.
• Prepping and coaching executive leadership in best practices for donor cultivation and stewardship.

The Director will build and manage a portfolio of donors and prospects and guide the overall strategy of PS21’s individual gifts solicitation and stewardship efforts. In partnership with the Executive Director, the Director will work closely with the Board of Directors. Additionally, he/she will assume a leadership position in curating and executing special donor engagement opportunities, such as Producers Circle events and other in-person gatherings, as circumstances permit.

Qualifications
The Director of Individual Giving is an experienced fundraising executive and a demonstrated leader who thrives in a high-performing fundraising environment. The successful candidate is a proven frontline fundraiser with experience closing $10,000+ gifts, with an entrepreneurial sensibility and, ideally, an understanding of and interest in contemporary trends in interdisciplinary work in theater, dance and contemporary music.

Experience
• Seven years of professional work experience in a frontline fundraising role, preferably with a performing arts venue. AFP Certification desirable, but not required
• Knowledge of or professional development experience in the PS21 area (Columbia and adjoining NY/MA counties) helpful
• Excellent communication skills, both oral and written
• Donor prospect research experience
• Ability and willingness to attend PS21 productions and donor events and participate in external activities
• Ability to entertain and socialize after business hours to cultivate donor relationships
• Commitment to collaborative leadership and working in partnership
• Experience and comfort working remotely
• Strong work ethic and ability to work autonomously
• Bachelor’s degree, or equivalent, required (Masters preferred)
Compensation is competitive and pro-rated to part-time hours, with a subsidy toward health insurance costs.

Interested applicants are invited to submit a cover letter, resume and three references to info@ps21chatham.org.

PS21 is an equal opportunity employer.

ORGANIZATIONAL OVERVIEW

• PS21, Performance Spaces for the 21st Century, is a state-of-the-art indoor-outdoor theater located in the village of Chatham, NY. Our new theater, completed in 2018, is a 350-seat open-air proscenium stage protected by a pavilion roof, which converts in cooler months to a geothermally-heated and air-conditioned black box seating 99. The new facility is built with technologically advanced systems that can accommodate all levels of artistic needs - from the analog use of our extensive system of sprung dance floors so critical for the safety of movement-based performance to our state-of-the-art lighting and sound capacities. The theater features one of the only fully LED green theatrical lighting systems in the country.

• Our new building sits above a nineteenth-century apple orchard at the apex of over 100 acres of beautiful Hudson Valley land, at the foothills of the Berkshires. Just five acres have been developed; the rest are meadows and woodlands that provide a stage for site-specific events in the summer. Nearby are the Dance Barn, a rehearsal and performance venue, and two artists’ residences accommodating sixteen visitors. The PS21 property is also host to the Chatham Animal Haven.

• In 2020, PS 21 was one of the few US venues able to mount a successful season of live performances and free community events during the pandemic, thanks to its rural location and the adaptability of its performance space.

• PS21 is steadfastly committed to presenting innovative performances by leading and emerging artists; fostering creativity through residencies and collaborations between performers working across disciplines and genres; serving the community via free and low-cost workshops, performances, and other programming; preserving its landscape of open spaces, meadows, woodlands, and orchards as an important resource for artists and the community; and extending opportunities for arts engagement to all, regardless of age, economic status, and cultural background.