DIRECTOR OF INDIVIDUAL GIVING

PS21 is seeking a Director of Individual Giving to help secure the financial health and long-term sustainability of the organization as it enters its next chapter. Since completing our state-of-the-art green-energy theater in 2018, PS21/ Performance Spaces for the 21st Century has evolved into the Hudson Valley's mecca for innovative programming by leading and emerging artists in music, dance, theater, contemporary performance, and the visual and multimedia arts. Our year-round open-air Pavilion and Black Box theater is surrounded by an unspoiled 100-acre campus, an old apple orchard flanked by meadows and woodlands in the heart of the Hudson Valley. In addition to fostering creativity through residencies and collaborations, PS21 serves the community via free and low-cost workshops, performances, and other programming. PS21 has emerged from the pandemic poised for growth, with strong finances, enhanced artistic vitality, a dedicated board, and many new donors.

JOB SUMMARY

The Director of Individual Giving will play a critical role in our strategic planning over the next 3-5 years. Reporting to the Executive Director, the DIG will join and work closely with PS21’s leadership team to build and execute long term strategies for individual giving; research and cultivate new donors and major gifts; and oversee our Producers Circle program. The primary focus is frontline fundraising based on standard practices for ethical and transparent fundraising for non-profit organizations. The DIG will pursue outbound contacts with PS21’s top donor class and others to cultivate and solicit support for the 2023 Gala, in particular the Gala Benefit Committee and Producers Circle.

This position offers a hybrid work schedule, requiring attendance of performances and donor cultivation events on site in Chatham, NY. Our target start date for this contract is mid-March – early April 2023.

POSITION OVERVIEW

The DIG is an experienced fundraising professional with the knowledge and leadership skills to support and increase PS21’s annual operating budget and manage a part-time development support staff member. We expect PS21’s annual fundraising goals to increase in future years as the Director of Individual Giving systematically and effectively strengthens the organization’s overall fundraising capacity by tapping previously unrealized and under-exploited opportunities in individual giving and special events.

The DIG builds and manages a portfolio of donors and prospects and guides the overall strategy of PS21’s individual gifts solicitation and stewardship efforts. In partnership with the ED, the DIG works closely with the Board of Directors to cultivate direct relationships with individual donors. Additionally, the DIG assumes a leadership position as a partner with the ED and the Board in curating and executing special donor engagement opportunities, such as Producers Circle events, as they pertain to high-level donors. A senior member of PS21’s team, the DIG works collaboratively with the Grants Writer, Finance Consultant, Coordinator for Community Engagement, and Operations Director to keep track of the grants applications calendar.
KEY RESPONSIBILITIES

- In conjunction with the ED, devise and recommend strategies for long-term fundraising objectives, including Producers Circle, Membership, Business Sponsorship, Gala fundraising, capital projects, and facilities fund.
- Participate in strategic planning with PS21 leadership and board.
  - Work closely with PS21 board and leadership to identify and cultivate new board candidates.
  - Work closely with the leadership team to create an annual development plan, present individual giving components to the board, and track progress.
- Create annual strategy around all event activities, including the annual Gala and Producers Circle cultivation events. Manage logistics for cultivation events and smaller fundraising events. Drive fundraising for the Gala to meet revenue goals.
- Oversee and execute annual campaigns and appeals.
- Facilitate individual giving and (April onward) bi-weekly Gala meetings with leadership staff and Gala Committee.
- Contact and engage with individual donors and cultivate congenial relationships that facilitate making mid-range gift asks.
- Evolve PS21’s existing relationships from individual contacts into deep, organizational relationships.
- Steward written proposals to individuals and family foundations and other donor communications.
- Manage board logistics including scheduling.
- Contribute to the well-being of the organization with an “all hands on deck” attitude for projects, performances, and events.
- Keep abreast of theater, dance, music, philanthropic, economic, and social and community trends.

QUALIFICATIONS

- Excellent written and verbal communication skills are a must
- B.A. required, Masters degree preferred
- Knowledge of and contacts within Hudson Valley and NYC philanthropic circles
- Knowledge and appreciation of broader trends in culture
- Proficiency in Microsoft Office and Google Workspace
- Familiarity and appreciation for multidisciplinary contemporary performance aesthetics

Demonstrated success in:

- Achieving unearned revenue goals for other non profit organizations
- Developing a strong rapport with individual donors
- Working with boards and executive leadership

The qualities we’re looking for:

- A lively personality and a sense of humor
- Good interpersonal skills and a professional manner, worn lightly
● A high standard of accuracy and attention to detail
● Nimble, flexible problem-solving skills
● Self-starting and improvisational, yet committed to collaboration
● Strong work ethic

TO APPLY

Please send a resume and thoughtful letter of interest to info@ps21chatham.org. Additional writing samples and references may be requested.

DIVERSITY STATEMENT

PS21 is an Equal Opportunity Employer and does not discriminate on the basis of age, immigration or citizenship status, color, disability, ethnicity, gender, gender identity, marital and partnership status, national origin, race, religion, sexual orientation, veteran or active military service member or any other characteristic protected by federal, state, or local laws in its employment policies.

ABOUT PS21/CHATHAM

PS21: Performance Spaces for the 21st Century is a contemporary arts venue in the Hudson Valley presenting innovative programming by leading and emerging artists in music, dance, theater, contemporary performance, and the visual and multimedia arts.

Established in 2006, PS21’s mission is to provide support for performing artists and creators and to introduce their work to a broader audience, while also providing the surrounding region with opportunities for arts engagement regardless of economic status, cultural background, and age. In its new, state-of-the-art, green facility, PS21 offers resident makers and performers involved in the creation of new work the tools and flexibility for successful innovation and collaboration in the development of sophisticated multimedia work. Few other US facilities are able to provide this level of technical support. In addition, PS21’s campus of over 100 acres of open spaces, meadows, woodlands, and orchards is an important resource for artists and the community.

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