

Director of Development

Hudson Valley Shakespeare Festival (HVSF) is a critically acclaimed (*The New York Times*, *The New Yorker*, *The Wall Street Journal*), professional, non-profit theater company based in Garrison, NY, one-hour north of Manhattan. The Festival has established a reputation for lucid, engaging, and highly inventive productions staged under an iconic, open-air Theater Tent overlooking the Hudson River at historic Boscobel House and Gardens. In recent years, the Festival has also ventured beyond the Tent, touring its work to other venues throughout the Hudson Valley, transferring productions to other theaters, engaging its community through radically participatory art-making, and reaching over 50,000 students and educators annually through its year-round Education programs. The company's mission is to engage the widest possible audience in a fresh conversation about what is essential in Shakespeare's plays. Our theater lives in the here and now, at the intersection of the virtuosity of the actor, the imagination of the audience, and the inspiration of the text.

HVSF seeks a highly motivated, skilled, and experienced Director of Development to join the team at this exciting point in the Festival's history. They will work in close partnership with the Artistic Director, Managing Director, and an engaged and energized Board to expand strategic initiatives in support of high artistic standards, strong connection to the community, and successful engagement of loyal and growing audiences. This position represents an exceptional opportunity for the right candidate to join the senior staff of a dynamic company poised for a new phase of growth.

Overall Objectives

Reporting to the Managing Director and Artistic Director, the Director of Development is a key member of HVSF senior staff and works in close relationship with the HVSF Board's Development Committee and Nominating Committee in a coordinated effort to raise contributed revenue of \$1.7 million annually (in 2019). They will be responsible for articulating, planning and overseeing the implementation of a comprehensive development plan for all sources of contributed revenue, from the board, individuals, as well as institutions including foundation, corporate and government funding. They will also be responsible for overseeing an upcoming capital and endowment campaign, with the support of a campaign consultant, as articulated in HVSF's strategic plan. The Director of Development has a direct report of the Manager of Sales and Membership, (shared with the Director of Marketing) as well as oversight of a grant writing consultancy.

Responsibilities include major donor prospect identification, research, solicitation and stewardship; design, oversight, and implementation of the annual summer gala; managing a series of 10-12 cultivation and donor related events throughout the calendar year; oversight of institutional giving and grants managed by outside contractors.

In addition, the Director of Development will:

- Create the annual development plan and implement departmental long-range goals addressing funding raised annually, benchmarks for growth, targets for giving, and other development objectives

- Manage HVSF's institutional consultant team and project manage the priorities and workflow of the institutional grants calendar, including editing of proposals and reports and providing content with collaboration from all departments
- Oversee the implementation and management of individual annual fund giving including board and the Festival Circles major gifts program (donors \$1,500+), as well as a program of comprehensive stewardship, and acknowledging all gifts of \$1,500 or more
- With the Director of Marketing, co-manage the Manager of Sales and Membership to advise and implement strategy of the Saints & Poets membership program (donors between \$100-1,499) as overseeing policies for gift acceptance and recognition, including compliance with applicable tax laws
- Collaborate with the Managing Director and the Artistic Director on the company's first ever major campaign, with a campaign consultant, as articulated in the HVSF strategic plan
- Oversee management of the department's budget and the annual evaluation of the development department's programs including cost benefit analysis
- Manage four Development Committee meetings per year and present in-person development reports at quarterly Board meetings to show progress towards goals
- Create and maintain an active pipeline of major donor prospects and board prospects
- Review daily ticket buyers lists for on-site fundraising initiatives and maintain a presence at the HVSF theater tent greeting major donors during the summer season
- Serve as an articulate, enthusiastic, and visible spokesperson for the organization

Qualifications and Experience

The Director of Development must:

- Demonstrate a successful track record of fundraising with approximately 5-7 years of experience in the non-profit development sector and preferably in the theater or performing arts
- Exhibit leadership ability and consensus building skills, with fundraising management and strategic planning experience. Capital campaign experience preferred, but not required.
- Possess excellent organizational, written/oral communication, and interpersonal skills
- Demonstrate experience in working with volunteers and committees, with an ability to supervise staff
- Understand and employ relational donor database and the ability to accurately analyze, interpret and take action on patron data
- Display creative and strategic thinking, with an ability to grasp the big picture
- A Master's Degree in arts administration, or similar experience, is preferred.

Personal Characteristics

Our ideal Director of Development will:

- be a highly motivated self-starter, with the ability to work as part of a team
- be able to demonstrate a high level of personal integrity and a strong work ethic
- be able to manage multiple projects/deadlines and work successfully under pressure
- be flexible with a "hands on" approach with a determination to get things done
- have a good sense of humor, with the ability to bring curiosity and generosity to fundraising
- have the desire to be a key player in the dynamic theater company
- be a crucial ambassador with the ability to promote our mission with passion and commitment
- be able to foster strong relationships from the outside and within the organization

Terms and compensation

This is a full-time, exempt position, which will require the ability to work nights and weekends, particularly for events and during the summer June-September festival season. A competitive salary and benefits package will be commensurate with skills and experience, salary range \$70,000-\$75,000. The range of benefits includes medical coverage with expense shared by employee and company; paid vacation and sick leave; and paid holidays.

HVSF is an equal opportunity employer dedicated to building a culturally diverse and equitable environment, and we strongly encourage applications from people of color and women. Candidates from populations underrepresented in the theater field are strongly encouraged to apply. To apply, please send cover letter, resume, and three references to Kate Liberman, Managing Director, at kliberman@hvshakespeare.org.