



FREE ARTS NYC

Deputy Director

New York City



Mission Statement

FREE ARTS NYC empowers youth from underserved communities through art and mentoring programs to develop their creativity, confidence, and skills to succeed.

Background

For 25 years, we have strived to level the playing field and create equity in the creative space by providing high-quality arts and 1:1 mentorship programs for the next generation. Every year, we partner with over 40 schools, community centers, and transitional housing facilities to provide free programming for 1,600 young people through 2 core programs. The team consists of 13 (FT and PT) and the \$2M+ annual budget is raised through corporate engagement opportunities, foundation grants, individual giving campaigns, unique partnerships and an Annual Art Auction honoring major figures in the contemporary art world including: Futura, KAWS, Julia Chiang, Eddie Martinez, Sam Moyer, Lawrence Weiner among others.

FREE ARTS NYC serves youth through two key programs, the Free Arts Day *Program*, and the *Teen Arts Program*. The Free Arts Day Program pairs elementary aged youth, one-on-one, with volunteers for an afternoon of art making and mini mentoring supported primarily through Corporate Social Responsibility Programs. Exploring new materials and techniques, children build their confidence and creativity. Through the Teen Arts Program, teens gain access to the arts and build a pathway to academic and professional success with the support of their mentor. Program opportunities include portfolio development, artist studio visits, career exploration and paid internships.

With growing corporate partnerships, trailblazing collaborations, and burgeoning opportunities for students in the arts, now is an exceptional time for this 25-year-old organization to add a leader excited to scaffold the future of arts programming in New York City.

For more information about FREE ARTS NYC, please visit <https://freeartsnyc.org/>

Position

FREE ARTS NYC seeks a bright, charismatic, and entrepreneurial leader to join the organization's Senior Leadership Team as the Deputy Director. The Deputy Director partners with the Executive Director, Chief of Staff, and Director of Programs to contribute substantive vision, expertise, strategy, and leadership to shape and expand the organization's development program, drive new revenue streams, and bring fresh ideas.



A trusted advisor, this seasoned leader will work intimately with the Executive Director to gain deep insight into the philosophy and internal systems of the organization in an effort to identify and implement development processes and fundraising strategies that lead to sustained, diversified revenue streams that further the organization's mission and enables FREE ARTS NYC to effectively fulfill its commitments to its stakeholders and constituents.

This is a highly strategic and facilitative role that requires operations expertise, political savvy, collaboration skills, ambition, and exemplary communications skills. The person in this role must be a spokesperson for the organization and able to successfully partner with stakeholders across the entire organization to advance strategic priorities and ensure business results are delivered. The successful candidate will be diplomatic, discrete, proactive, a direct communicator, a highly organized project manager, and committed to the vision and values of FREE ARTS NYC.

At this point in the organization's growth, the Executive Director is looking for a thought partner who will play an integral role in creating and expanding a shared vision for the future of the organization and develop and cultivate a sense of ownership. The Deputy Director will report directly to the Founder/Executive Director, supervise the Development Team, and work closely with the Program Director, Chief of Staff, and Finance Manager.

Responsibilities

Though not an exhaustive list, the Deputy Director is responsible for the following:

Strategic Leadership

- Partner with the Executive Director, Board, and other senior organizational leaders in providing vision, leadership, and strategic analysis, planning and implementation to achieve FREE ARTS NYC's goals
- Drive development efforts and planning for the organization and invest a culture of philanthropy into the entire FREE ARTS NYC community
- Develop structure, systems, and goals and budget for the implementation of development efforts
- Establish performance measures, monitor results, and assist the senior team and Board to evaluate on an ongoing basis the effectiveness of FREE ARTS NYC's development program
- Build and launch the development committee of the Board and others as assigned
- In partnership with Finance leadership, maintain accountability standards to donors and ensure compliance with code of ethical principles and standards of professional conduct for fundraising executives
- Provide inspirational leadership and direction to the team, encouraging innovation while ensuring the development and management of a high performing and effective

organization; establish decision-making processes that will support the organization in achieving its objectives

- Cultivate a strong and transparent cross-functional working environment; create and promote a positive, equitable, and inclusive culture that supports and ensures open communication and alignment around the organization's priorities and goals

Relationship Management and Donor Stewardship

- Maintain and build a portfolio of FREE ARTS NYC's highest net worth donors and key foundations and corporations serving as the primary leader responsible for stewarding these relationships
- Cultivate new philanthropic, community, and political relationships using a wide range of acquisition strategies to expand the base of supporters and contributors at all levels and meet FREE ARTS NYC's development goals
- Manage interdepartmental/cross-functional coordination and communication between Development, Marketing and Communications, Finance, and Program Teams, to capture and communicate the FREE ARTS NYC "story" and assemble resources to support fundraising efforts
- Represent FREE ARTS NYC at key donor and foundation meetings and events, and partner closely with and support the Board, Executive Director, and other senior leaders to develop an active solicitation program including the development of fundraising opportunities and conducting outreach
- Create and lead a development strategy that engages donors around a compelling mission through strategic partnerships, government alliances, private foundation philanthropy, and/or individual giving
- Maintain and deepen existing relationships while building bridges and cultivating new innovative partnerships amongst a broad range of stakeholders, with a focus on advancing the organization's mission

Team Development & Management

- Build and lead a best-in-class performing development team with a high level of professionalism and dedication
- Foster a high-performing culture of accountability, trust, and collaboration that embraces change and ensures team members feel appreciated and have equal access to opportunity
- Lead by example, providing a foundation of respect, support, stability, and positivity for the team ensuring they feel connected to institutional priorities and are kept abreast of decisions made at the senior leadership level

- Guide the team to implement fundraising plans that outline monetary and activity goals targeting all donor levels and for all areas of support including annual giving, major gifts, planned giving, corporate and foundation support, and special events
- Increase the effectiveness, productivity, and collaboration of the team by serving as a coach and mentor, promoting diversity and inclusion, and motivating team members with energy and passion

Qualifications

In addition to being interested in ethical, culturally competent fundraising strategies and dedicated to the principles of Diversity, Equity, and Inclusion, the ideal candidates for the Deputy Director role will possess the following skills and attributes:

- Bachelor's degree in a relevant discipline preferred with 5-10 years in fundraising or relevant sales experience, and at least 4 years of increasingly responsible managerial experience
- Experience working in a founder's organization and understanding the unique partnership that entails
- Demonstrated experience with a proven track record, including driving all major fundraising functions and strategy; building a strong development infrastructure; and cultivating, soliciting, and closing significant major gifts.
- A proactive and effective fundraiser with proven success securing major gifts and building as well as stewarding relationships with major individual donors, foundations, corporations, and other potential donors
- Evident experience and success building and executing on a development infrastructure to achieve strategic and annual goals
- Impeccable judgment and discretion in dealing with sensitive information
- Outstanding oral and written communication skills with experience in development and marketing related writing
- Superior interpersonal skills with the ability to project professional competence, leadership capability and personal maturity
- Ability to present in a convincing and professional manner and to inspire and generate enthusiasm amongst donors, volunteers, and staff
- Excellent team building, facilitation, and organizational skills, with the ability to multitask
- Nimble and entrepreneurial; ability to be proactive and creative in overcoming obstacles and resource constraints
- Experience working in the visual arts is preferred; demonstrated foundation in or deep appreciation and passion for art and creative industries
- Passion for the FREE ARTS NYC's mission and program

- Strong technology skills, including fluency with donor databases, presentation, and team management software (including but not limited to Salesforce, Asana, Slack, PowerPoint, Google Workspace, Dropbox, Zoom, and Excel).

Compensation and Benefits

This is a full-time position with occasional weekends and nights (flex time offered accordingly). FREE ARTS NYC is offering a salary of \$125,000 – \$140,000, commensurate with experience. In addition, FREE ARTS NYC will offer a comprehensive benefits package that includes vacation, personal/sick days, 100% employer paid health, vision and dental insurance for individuals, and professional development.

Location*

This is an office/remote work hybrid position. Must be based in the NYC area. Proof of vaccination is required for employment.

Other

Physical Demands: The day-to-day operations of this role require the use of a MacBook Pro, as well as the ability to appear and participate in video conferences. This role requires the employee to report to the main office as well as separate event locations. There may be evening or weekend events/programs the employee will have to attend in the donor cultivation process.

Language Proficiency: Professional proficiency in English is required and individuals who have working proficiency, or more, in Spanish are strongly encouraged to apply. Any proficiency in other or additional languages is most welcome.

Commitment to Diversity, Equity, and Inclusion

FREE ARTS NYC is committed to building equity within the arts and creative professions, and we recognize that oppression and discrimination have resulted in ongoing disparities for the communities that we work alongside. We believe in being intentional that everyone, regardless of economic circumstances, race, gender, sexuality, national origin, or any other differences, feels they can obtain the benefits of meaningful participation in the arts.

FREE ARTS NYC must amplify diversity within the arts by connecting youth to a variety of opportunities that build their social capital. Inequity is an ongoing issue, and we will meet it with ongoing and evolving efforts. Through strength-based, intentional curriculum design, and development of our staff and board's cultural competency, we will more effectively address the needs of those we serve.

This position description is based upon material provided by FREE ARTS NYC. FREE ARTS NYC is an equal opportunity employer and makes all employment decisions on the basis of merit, qualifications, and abilities. The Organization shall recruit, hire, train, and promote in all job titles, including interns, apprentices, and volunteers, without regard to race, color, sex (including pregnancy), religion (including religious dress or religious grooming), age, national origin or ancestry, physical or mental disability, medical condition, genetic information, sexual orientation, military and veteran status, or any other consideration made unlawful by federal, state or local laws ("protected characteristics").

To apply for this position, please click [HERE](#).

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