



Free Arts NYC
Chief Development Officer
New York, NY



Background

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

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 programming for the next generation. Every year, we partner with over 30 schools, community centers, and transitional housing facilities to provide free programming for 2,000 young people through 2 core programs. The team consists of 13 individuals (FTE and PTE) and the \$2.5M dollar 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, and Lawrence Weiner. The 2024 Honoree will be Christopher Wool.

Position

The Chief Development Officer (“CDO”) is an innovative, charismatic, and entrepreneurial leader and a key part of the organization’s Executive Level Leadership Team. The CDO partners with the Founder & CEO to contribute substantive vision, expertise, strategy, and leadership to shape and expand the organization’s development program, drive new and steward existing revenue streams, and bring fresh ideas for institutional fundraising.

A trusted advisor, this seasoned leader and fundraiser will work intimately with the Founder & CEO to gain deep insight into the leadership philosophy and internal fundraising systems of the organization to identify and implement development processes and fundraising strategies that lead to 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 extensive fundraising operations expertise, political savvy, collaboration skills, organization, ambition, leadership, and exemplary communications skills. The person in this role must be a spokesperson for the organization, relationship-centric, 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.

The CDO will report directly to the Founder & CEO and will manage the development team.



Responsibilities

Strategy & Implementation

- Serve as an entrepreneurial leader who will develop and implement the organization's fundraising and strategy and program inclusive of institutional, corporate, and individual giving. Along with the CEO, this position will oversee donor relationships to include stewardship and recognition.
- Partner across all operational areas to foster and secure an organizational culture that values and integrates equity and inclusion strategies.
- Work in collaboration with the Leadership Team on annual and long-term strategic financial planning to ensure organizational growth and sustainability.
- Liaise with the Board of Directors to communicate and promote transparency around fundraising goals; support the Board's efforts in reaching goals through a variety of engagement activities.
- Participate in select board meetings, present strategic plans, provide detailed status updates and analysis and robust donor reports.
- Outline concrete fundraising metrics with equity benchmarks, collect data, track ongoing goals to accurately measure growth, and determine areas of opportunity. Report on progress on a monthly, quarterly, and annual basis.
- Create strategies to continue to engage key stakeholders.
- Maintain a suite of fundraising materials to include, but are not limited to organization guides, case making materials, promotional decks, and annual reports.
- Leverage and integrate development strategies using Free Arts' digital platforms including website, newsletters, and other social media.
- Lead, plan and manage development events to include cultivation events and annual fundraisers. Ensure events align to strategic development and cultivation goals.
- Maximize Salesforce CRM to centralize and streamline advancement initiatives and activities; Oversee the management and advancement of CRM for fundraising and prospect management.
- Participate in R+D activities to ensure alignment between fundraising best practices and the organization's mission and values.

Leadership

- Create and implement a culture of responsible philanthropy in partnership with Free Arts staff.
- Serve as a member of the organization's Leadership Group. Maintain an understanding of the organization's financial model, fundraising priorities, and financial position.

- Provide the Leadership Group and staff at large with regular updates and insights regarding the day-to-day short-term and long-term activities and goals of the advancement team.
- Represent Free Arts at select events and speaking engagements.
- Manage direct reports including establishing annual performance goals, providing leadership and direction on short and long-term responsibilities.

Institutional Giving

- Develop and implement annual and long-term funding plans.
- In tandem with a Grant Writer, research, identify and cultivate foundation opportunities.
- Conduct outreach and participate in inquiry meetings with foundation personnel, follow up, and track next steps.
- Oversee annual planning calendar of grant opportunities to outline actions requirements and deadlines.
- Coordinate grant proposal development processes across the organization and research, ideate, and contribute to writing proposals.

Corporate Giving

- With the support of the Development Manager, research, identify and cultivate corporate giving opportunities. Conduct outreach and participate in inquiry meetings with new contacts. Follow up and track the next steps.
- Solicit sponsorship opportunities for fundraising events.
- Maintain ongoing communication and relationship cultivation with corporate sponsors.

Individual Giving

- Working in partnership with the CEO manage, retain, and grow a portfolio of existing and new donors, oversee stewardship and recognition.
- Manage the organization's donation management system and other aspects of donor stewardship and communication.
- Report monthly on metrics relating to individual donor acquisition, retention, and engagement.

Qualifications

- Candidates must have at least five years of development experience and have demonstrated success in reaching fundraising benchmarks and goals of over \$1M annually.

- Excellent understanding of principles and techniques of development activities including annual giving, major giving, planned giving, event planning, marketing, and communications.
- Demonstrated leadership experience successfully managing multiple direct reports.
- Experience in grant writing and skills in proposal development.
- Deft ability to take initiative, prioritize, ideate, and implement multiple projects effectively and collaboratively in a fast-paced environment.
- Strong written and oral communication skills and effective networking.
- Experience building organizational systems and familiarity with nonprofit governance, compliance and accounting are a plus.
- Committed to ethical, culturally competent fundraising strategies and dedicated to the principles of Diversity, Equity, and Inclusion.
- This position is open to candidates with a variety of educational and professional backgrounds with a strong knowledge of the New York City art world. Ideal candidates will have experience in the fields of non-profit art, business management & administration and culture. 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).

Salary and Location

The salary range for this position is \$125,000 - \$140,000, commensurate with experience. This position is a full-time role with occasional weekends and nights (flex time offered accordingly). 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.

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

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 the development of our staff and board's cultural competency, we will more effectively address the needs of those we serve.

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

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