



## **Socrates Sculpture Park Director of Development & Communications**

Socrates Sculpture Park, an internationally renowned outdoor exhibition space and artist residency program that also serves as a cultural anchor, community center, and public park, is currently seeking a **Director of Development & Communications** to join our growing team of creative professionals. The position is full time and based in the Park's Long Island City offices.

The Director of Development & Communications is a critical senior position that will play a strategic role in the institutional advancement of a \$1.5M non-profit organization and public/private partnership with New York City Parks & Recreation. As a lead member of the staff, the Director of Development & Communications will work closely with the Executive Director on all aspects of fundraising, communications, cultivation and board relations.

### **Primary Responsibilities include:**

#### ***Development***

- Develop and implement a short- and long-term advancement plan to meet established goals and objectives in line with a 5-year strategic plan.
- Research new grant opportunities while managing a diverse portfolio of existing foundation and corporate grants, including maintaining a grants calendar, and preparing proposals, updates, and reports on deadline.
- Cultivate and manage individual giving and oversee direct mail campaigns.
- Manage gift processing and donor acknowledgement, donor database, and financial reporting.
- Manage the planning and execution of the Annual Fall Gala, including solicitation, donor relations, gift tracking, acknowledgment letters, guest lists, photography, and guest transportation.
- In conjunction with ED, strategize and successfully complete a Future Fund Campaign of \$7M, of which \$6.1M has been raised in public and private funds. With a schematic Master Landscape plan recently completed, strategize and launch a separate campaign for long-term funding.

#### ***Board & Government Relations***

- Works with Executive Director on board development, while actively engaging a 15-member board.
- Manage all board relations, including scheduling quarterly and committee meetings, preparing materials, and taking minutes.
- Assist the Executive Director with government relations, including maintaining partnerships with elected officials and Mayoral Agencies.

#### ***Communications***

- Supervise and direct the Communications Manager on planning and execution of publicly disseminated communications, including print materials, website, and social media.
- Seek consistent and compelling development and press opportunities across messaging in publications, grant submissions, reports, and collateral materials.

- Develop high level press relations and strategy, while supervising Communications Manager's duties of managing day-to-day press and marketing operations.

### **Qualifications**

- Minimum of a BA, ideally in Non-profit or Business Administration, Communications, Marketing, or other related field.
- Proven track record of fundraising achievements, particularly by successfully managing campaigns, securing new grants or major gifts.
- Experience with administrating grant reporting and tracking for foundation and government funding.
- Ability to balance multiple priorities in a fast-paced environment, including excellent communication and relationship building skills with an ability to prioritize, negotiate, and work with a variety of internal and external stakeholders.
- Working knowledge of development best practices and trends in philanthropy.
- Personal qualities of integrity, attention to detail, discretion, and dedication to the mission of Socrates Sculpture Park.

The Director of Development & Communications will report directly to the Executive Director and will work closely with Director of Finance and Board of Directors. This position will also supervise the Park's Communications Manager.

### **Work Hours and Schedule:**

Full-time / Monday – Friday / 10:00am – 6:00pm

### **To Apply**

Socrates Sculpture Park is an equal opportunity employer and all qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, disability status, protected veteran status, or any other characteristic protected by law. The Park is committed to building a culturally diverse community and strongly encourages applications from candidates from underrepresented communities.

Socrates offers a competitive salary and benefits package that includes full health coverage.

Qualified candidates should submit a cover letter, resume, salary expectations, and three references (as one PDF document preferred) with "Director of Development" in the subject line to [jobs@socratessculpturepark.org](mailto:jobs@socratessculpturepark.org).

**No phone calls please. Position will remain open until filled.**