



Socrates Sculpture Park - Director of Development

Department	Development
Reports to	Executive Director
Position classification	Full time
Work site location	Socrates Sculpture Park
Salary Range	\$87,000 - \$97,000 per year

About Socrates Sculpture Park

Socrates Sculpture Park is a not-for-profit organization dedicated to supporting artists in the production and presentation of contemporary public art. It is located on the East River waterfront in a New York City Park on the border of Long Island City and Astoria, Queens. Socrates is an internationally renowned outdoor exhibition space and studio program, a neighborhood park that offers a wide variety of free community events, programs, and services.

The Park was established in 1986 by the artist Mark di Suvero with other artists and community members. Once an abandoned landfill, it has been transformed into a thriving cultural space, a unique environment where artists are invited to create and present ambitious public art projects in an urban park landscape setting. The Park offers an extensive roster of inclusive public and educational programming, from events and live performances to yoga classes and meditation sessions. Education programs are provided for individuals of all ages, especially from our local community, to support life-long learning through an engagement with art and the natural landscape of the Park.

Role overview

The Director of Development is a critical senior position that will play a strategic role in the institutional advancement of the organization while maintaining public/private partnerships with New York City Parks & Recreation. Socrates Sculpture Park has a current operating budget of \$1.8M with the intent to grow revenue to \$2.7M – \$3M, and to establish an institutional endowment. As a lead member of the staff, the Director of Development 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 to support program, vision and general operating
- Work with the Executive Director to develop a new strategic and funding plan to grow annual institutional revenue to \$2.7M – \$3M
- 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
- Grant writing as required, including hiring and management of external grant-writing consultants as needed
- Cultivate and manage individual giving to include high net worth individuals, corporate donors, sponsors, and oversee direct mail campaigns
- Manage gift processing and donor acknowledgement, donor database, and financial reporting using eTapestry and Excel
- Plan, organize, and supervise special events for solicitation and cultivation purposes, including the planning and execution of the Annual Fall Gala, solicitation, donor relations, gift tracking, acknowledgment letters, and managing an external event production consultant
- Increase earned income streams through fundraising events and other methods
- In conjunction with the Executive Director, strategize a campaign for long-term funding to build on capital initiatives through our ongoing Future Fund Campaign
- Establish an endowment for the institution

Board & Government Relations

- Work with the Executive Director on Board development, while actively engaging an 11-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 fields
- Minimum 5 – 7 years fundraising experience with a 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
- Knowledge of Blackbaud eTapestry or similar donor database and proficiency in Excel
- 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

Supervision

The Director of Development 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.

On occasions, especially during the high season April – October, weekend and evening work may be required.

To Apply

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

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

Socrates offers a competitive salary and benefits package that includes full health coverage and a 401k match.

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.