



Public Art Fund (“PAF”), New York’s leading presenter of contemporary art projects in public spaces, seeks a dynamic **Associate Director of Special Events**. Reporting to the Development Director, this position is essential to the organization’s fundraising efforts, with significant emphasis on increasing engagement through patron-focused programming. This position will play a role in strategically developing and executing a yearly schedule of events for donors—including exhibition openings and the patron travel program—and have substantial responsibility managing and coordinating PAF’s most important fundraising event of the year, the annual Public Art Fund Party.

The Associate Director works with staff in all departments and liaises with Board members, patrons, artists, curators, and outside vendors. The Development team works collaboratively on initiatives across the department and depends on each team member to lend support in the general fundraising efforts and promotion of the organization’s mission.

Primary Responsibilities

- **Events:** Develop creative ideas for a compelling event calendar—including annual gala, exhibition openings and cultivation events—to increase revenue and help attract, retain, and steward donors. Work closely with staff and Board members on strategy, vision, and logistics; liaise with vendors; create and monitor budgets; oversee invitations; and create guest lists, production schedules, and seating plans.
 - Public Art Fund Party: lead all planning and execution of the annual fundraising benefit; serve as primary liaison for co-chairs, vendors, staff and guests; track income and expenses; and supervise production company
 - Exhibition Openings: develop and execute plans for all exhibition opening events, including private receptions, luncheons, and dinners, as well as public openings that expand access to PAF exhibitions among the broad audiences we engage
 - Cultivation Events: work with Associate Director of Individual Giving to initiate strategies for key cultivation events in New York and at other key patron gatherings outside the city
 - Generate additional ideas and opportunities to grow PAF’s base of friends and supporters
- **Travel Program:** Coordinate 1-2 patron trips each year (domestic and international), including working with vendors to plan the trip, managing the program budget, developing tailored materials to promote the program, and liaising with attendees.
- **Corporate Sponsorship:** Work in close collaboration with the Development Director and the Manager, Institutional Giving on corporate sponsorship opportunities connected to patron programs, events, and travel.

Desired Qualifications

- Minimum of 5 years of progressive fundraising experience with a focus on special events & event production
- Experience overseeing large-scale in-person events (300+ guests) as well as managing digital/online events using platforms like Zoom
- Experience developing and managing event budgets from \$5k to \$500k
- An effective team member, who possess initiative, creativity, and energy
- Well-organized and detail-oriented; able to plan strategically, set priorities, and focus on details and follow through

- Self motivated and able to think holistically
- Knowledge of the New York art world and its funding community
- Superb verbal and written communication skills with outstanding interpersonal skills
- Competency with Microsoft Office Suite and databases; experience with Raiser's Edge NXT preferred

How to apply:

Please email a cover letter and résumé as attachments to humanresources@publicartfund.org. Indicate the job title "Associate Director of Special Events - 2022" in the subject line.

The Associate Director of Special Events is a full-time exempt position. Public Art Fund requires all staff members to be fully vaccinated with an FDA authorized and/or approved COVID-19 vaccine and booster as a condition of employment. Requests for reasonable accommodations for medical, religious, or other reasons will be considered in accordance with applicable law.

Work on events, outside of regularly scheduled hours (Monday-Friday, 9:30am-5:30pm), are a requirement of the position. Work is primarily performed in an office environment, on a hybrid schedule. Salary is \$80,000 - \$85,000 per year and employment package includes medical, dental and vision insurance, generous paid time off, as well as other ancillary benefits.

Public Art Fund is an Equal Opportunity Employer. We believe that art has the power to spur conversation among people of different perspectives, to open hearts and minds, and to help shape the face and future of our country. A diverse workplace filled with people of different backgrounds reflects our organizational values and is vital to delivering on our mission.