



Public Art Fund (PAF), New York's leading presenter of contemporary art projects in public spaces, seeks a **Director of Development** to lead the organization's fundraising department. The **Director of Development** will be an experienced supervisor, inspirational and effective fundraiser, and demonstrated relationship builder.

Public Art Fund has presented exhibitions by the world's most compelling and significant artists in New York City and beyond for more than 45 years. These projects set a standard for excellence, giving urban space new meaning as a platform for artists, while engaging diverse audiences and making culture accessible to all. The **Director of Development** will play a key role as PAF enters the next phase of its growth, guided by our mission, commitment to access and strategic goals.

The position reports to the Deputy Director for External Affairs and works closely with all departments and the Board of Trustees. The position will oversee the Associate Director, Individual Giving, the Associate Director of Special Events and the Development Manager, Institutional Giving.

## **RESPONSIBILITIES**

### **Budget and Strategy**

- Guide and oversee the organization's overall development strategy through annual fundraising plans, detailed budget projections and long-term goal setting.
- Lead monthly prospect strategy meetings.
- In collaboration with the Deputy Director for External Affairs, position and expertly prepare the Artistic & Executive Director, President, Board Chair and Members to cultivate, solicit, and steward prospects and donors.
- With the Deputy Director, contribute to the Capital Campaign, including implementing goals, generating solicitation materials in addition to supporting and making solicitations, and developing multi-year giving strategies.
- Maintain accurate income forecasts and departmental expenses.
- Represent department at internal, cross-departmental meetings.

### **Management**

- Manage members of the Development team through ongoing mentorship, collaboration, and effective delegation of responsibilities.
- Provide oversight in the creation and implementation of a robust patron calendar, including exhibition openings and cultivation events.
- Edit and review all institutional fundraising materials, including grant proposals, exhibition decks, donor outreach and reports.
- Provide leadership and support for the PAF Party and Patron Travel program.

- Develop departmental processes and provide individual supervision that results in a cohesive and productive team.

### **Stewardship & Board Relations**

- Play a major role in expanding PAF's donor community by fostering new relationships.
- Act as department liaison to artist studios, galleries, public and private site partners and peer organizations, among other stakeholders.
- Co-Lead staffing for the Nominating & Governance and External Affairs Committee meetings, including producing and circulating all content, goals, and talking points.
- Develop new avenues for earned revenue and corporate partnerships.

### **QUALIFICATIONS**

- Seven to ten (7-10) years relevant professional experience
- Demonstrated leadership and management skills
- Successful record in fundraising achievement
- A strong interest in and/or knowledge of contemporary art and the art world
- Experience in grant writing, fundraising events and membership programs
- Excellent communications skills, both written and verbal; strong writing and editing abilities
- Highly organized strategic thinker with proven ability to set and meet goals and deadlines
- A motivated self-starter and effective team manager who collaborates well across departments internally and with constituents externally
- Energetic and adaptable to a variety of professional and social environments
- Competency with Microsoft Word, Excel, and PowerPoint; G-Suite; Adobe Acrobat Pro; The Raiser's Edge NXT; iWave; and Foundation Directory

Please email cover letter and résumé as attachments to [humanresources@publicartfund.org](mailto:humanresources@publicartfund.org). Indicate the job title "**Director of Development - 2024**" in the subject line.

The Development Director is a full-time exempt position. Public Art Fund requires all staff members to be fully vaccinated and boosted 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 is primarily performed in an office environment, on a hybrid schedule. Hours outside of the scheduled work times are an occasional requirement of the position, approximately 1-2 events per month. Salary is \$115,000 - \$125,000 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.