

Monday, July 13, 2015

## Roulette Intermedium // Director of Development

Company: Roulette Intermedium, Inc.  
Location: Brooklyn, NY

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Roulette Intermedium, New York's premier space for the promotion and presentation of contemporary experimental performing arts, is seeking a dynamic, experienced and energetic Director of Development, who, working closely with the Executive Director, Managing Director and Grant Writer, will research and cultivate prospective donors including foundations, corporations, and individuals. The candidate will be responsible for working with the Executive Director on Board Development; developing and implementing fundraising strategies; outreach to potential funders; and arranging and attending meetings with potential and current donors/supporters. The position may also require facets of grants management, including but not limited to maintaining the fundraising calendar and grants database, oversee grant inquiries and applications, and steward funder relationships.

### RESPONSIBILITIES

- Alongside the Executive Director and Managing Director, develop and implement an institutional fundraising plan for organizational stability and growth with benchmarks, objectives and measures of success.
- Research, cultivate and nurture relationships with potential funders and funder organizations, including scheduling appointments, preparing invitations, and tracking all funder/donor dialogue and needs.
- Develop and grow our individual donor base through managing with ongoing and annual giving campaigns in collaboration with staff. • Oversee grant acknowledgements and contracts. Create funding credits on all appropriate virtual and print-based marketing materials, including the Website.
- Assist Grant Writer with letters of inquiry, grant applications and proposals, and final reports. Communicate with Roulette staff to obtain data and progress of grant-funded projects.

### GENERAL QUALIFICATIONS

The ideal candidate will have five or more years of non-profit fundraising experience, preferably working for a contemporary performing arts venue. The position requires excellent project management skills, in particular the ability to manage multiple projects and deadlines in a timely, organized fashion. Must be able to work independently and ambitiously, with strong written and interpersonal communication skills. Candidates must be creative and strategic thinkers, and demonstrate superior leadership skills. Requires evening and weekend availability.

### APPLICATIONS

Applicants should send their resume, cover letter and salary requirements to [jobs@roulette.org](mailto:jobs@roulette.org) with "Development Director" in the subject line. Only those whose applications are being considered will be contacted. No phone calls please.

### ABOUT ROULETTE

Roulette was founded in 1978 in a small loft space in Manhattan. During the last 35 years, Roulette has pursued its mission: to support artists through presenting a substantial and diverse program of experimental music, dance and Intermedia, commissioning new work, paying professional fees, and finding artists an audience interested in learning about innovative developments of these art forms.

In September 2011, Roulette moved into a renovated 400-seat theater on Atlantic Avenue in Brooklyn, two blocks from the Brooklyn Academy of Music, Barclay's Arena and all major subway lines. The theater's design focus was to achieve superb acoustics and appropriate production infrastructure to make a flexible and efficient multimedia environment for its own music, dance and Intermedia performances as well as for community events and rentals.

Roulette Intermedium is strongly committed to equal opportunity employment and diversity in all areas.

Roulette Intermedium, Inc.  
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