

Tuesday, October 26, 2021

Works & Process at the Guggenheim, Development Director

Company: Works & Process at the Guggenheim
Location: New York, NY

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Works & Process at the Guggenheim

Development Director

Works & Process, with partial support from a 2-year capacity building grant from The Booth Ferris Foundation and a long-time commitment from the Board of Directors to help fund this new position is seeking a dynamic and entrepreneurial full-time Development Director. This newly created position will report to the Producer and the Executive Director and collaborate closely with the Works & Process team to raise an estimated \$1 million or more annually in contributed revenue from individuals, institutions, and through special events. The Development Director will have the ability to self-direct, take initiative, and work closely with the Works & Process team to sustain and implement all fundraising activity. The Development Director will be a key member of our small and collaborative staff.

Since 1984, Works & Process, an independent 501(c)3 not-for-profit, has served as one of New York City's premiere performing-arts programs and leading museum performing arts producer and presenter, introducing audiences to artistic process with programs that take place in the Solomon R. Guggenheim Museum's Frank Lloyd Wright-designed 273-seat Peter B. Lewis Theater. On special occasions, commissioned programs also take place in the museum's 800-capacity rotunda. To date, Works & Process has presented over 500 productions spanning dance, theater, opera, and musicals, providing deeper insight into these genres through programs that blend performance and discussion with the creators. Most programs are followed by artist receptions where the audience and artists can continue the discussion. More information can be found at worksandprocess.org.

Responding to the COVID-19 pandemic, Works & Process pioneered quarantined creative bubble residencies in the Hudson Valley, a model that became widely duplicated by the field, making it possible for artists to safely gather, create, and continue to work and perform. During the 2020-2021 season, the works created in the bubble residencies were sequenced into filmed and/or in-person performances at the Guggenheim Museum or with presenting partners including Harlem Stage, Lincoln Center, New Victory Theater and NY PopsUp. Recognizing the vulnerabilities artists face as we all emerge from the pandemic, Works & Process is evolving this new bubble residency model into Launch PAD "Process as Destination", a region-wide network of residencies and presentation opportunities that encourage artists and audiences to embrace the artistic process as the destination. Launch PAD will consist of a series of made-to-measure paid artists residencies that respond specifically to artists' needs and culminate in in-process presentations and discussions at offsite residency centers throughout the Hudson Valley and Long Island. Select works will also be curated for W&P premieres at the Guggenheim Museum.

Supervisory Responsibilities:

The Development Director will supervise a Program Associate who will lead data entry and gift acknowledgement. The Development Director will work collaboratively with a freelance grant manager.

Key Responsibilities:

Create, manage, and implement a comprehensive annual fundraising plan including securing major gifts, stewarding institutional funding, creation and oversight of the annual direct mail appeal, and management of annual cultivation and fundraising events, including inaugural fundraising for Launch PAD.

Cultivate, steward, acknowledge and fulfill donor relationships, including serving as the direct concierge to the Board and Friends of Works & Process.

Plan and produce special cultivation and small fundraising events throughout each season, plus a bi-annual major Gala, in partnership with the Producer, Executive Director, and Program Associate.

Conduct ongoing prospect research to identify and target new potential funders.

Manage gift acknowledgements, processed by the Program Associate.

Oversee data entry and management of the fundraising database with the aid of the Program Associate.

Attend all performances (approximately 50 per year) and prospect potential donors at performances and pre/post-performance receptions.

Create quarterly analytic reports to share with the Executive Director and Producer, and revise annual gift strategy as needed to meet the annual fundraising goal.

Write and maintain regular fundraising reports to share with the Board.

Develop and facilitate new corporate sponsorship packages.

Work collaboratively with a freelance grant manager to cultivate institutional donors and prospects.

Qualifications and Requirements:

B.A. required, Masters in Arts Administration preferred

Minimum of 10 years of Development experience required, fundraising experience in a museum/performing arts/not-for profit, a plus

Minimum of 5 years of arts administration background

Committed interest in the performing arts and creative process

Track record of directly engaging with individual and institutional donors to make requests for major gifts

Track record of building strong individual networks that lead to direct philanthropic support

Demonstrated experience in donor prospect research and database management

Excellent written and verbal communication skills as well as resourcefulness, organizational and analytical skills

Exceptional interpersonal skills and the ability to work effectively with a large range of people from diverse backgrounds

Ability to work as a team as well as independently

Ability to multi-task and prioritize

Strong problem-solving skills

Proficiency in Microsoft Office and Google docs (Word, Excel, PowerPoint, Outlook required)

Proficient in scheduling and managing donor events and meetings on Zoom

Position Type and Work Schedule:

Full-time, Exempt

Business hours are 10am-6pm Monday-Friday at the Works & Process office with flexible hours on performance days.

Location:

Midtown and Uptown Manhattan, with occasional remote work and local travel

In accordance with the NYC Mandate, and Guggenheim policy, Works & Process employees are required to show proof of fully vaccinated status in order to work, except for those with very limited legally-permissible exemptions.

Works & Process offers a competitive salary and excellent medical, dental, life, and disability coverage. Our staff also enjoys generous vacation, sick leave and personal days, access to a variety of cultural institutions, discounts to the Guggenheim museum stores, and a stimulating and collegial work environment.

Works & Process is an independent 501(c)3 not for profit and is an equal employment opportunity employer. Works & Process is dedicating itself to creating paths that lead to a more inclusive and diverse institution. We encourage inquiries from applicants who will reflect the plurality of our culture and our global audience. Works & Process does not discriminate on the basis of age, race, creed, color, religion, marital status, gender identity and/or expression, sexual orientation, veteran status, national origin or disability status.

Qualified applicants please send your resume and cover letter by November 15 including salary expectations, to info@worksandprocess.org. Indicate the job title "Development Director" in the subject line.

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