

Monday, May 13, 2024

Development Director

Company: TRI314 Multidisciplinary Visual Performances, Inc (dba TRIBE)
Location: Brooklyn, NY
Compensation: \$82,000

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Lucca Del Carlo

TRIBE – Multidisciplinary Visual Performances is a Brooklyn-based Afrofuturistic arts collective dedicated to creating, producing, and sharing original multidisciplinary global art projects. Understanding that performance art and live art are practices of human connection, TRIBE acts nationally and internationally by developing art exchanges in collaboration with institutions and artists, with a focus on the African diaspora. Founded in December 2019 by choreographer and performer Shamel Pitts, TRIBE's mission is cultivating space to create a platform for artists – most specifically artists of color – with huge inspiration from the Afrofuturism movement. This movement states that we have a responsibility through our work to tell new stories and create a brighter future that is different, and shines more luminously, from its past. Ultimately, TRIBE aims to bring its audience and community into experiences that humanize Black and Brown bodies and share the colorfulness within Blackness that allows us to be multiplicitous. TRIBE's creative process allows for each artist to express themselves while in service to the vision and totality of the multidisciplinary work.

Job Summary & Background

TRIBE is seeking a Development Director (DD) who is talented, passionate and eager to lead within this growing nonprofit. The DD will work collaboratively with TRIBE's core team to fulfill its artistic mission and help raise substantial contributed revenue from individuals, institutions, via special events, grants and individual giving. The DD must also be comfortable leading new projects and learning on the job in a supportive but small staff environment for a company with an annual budget of nearly \$800,000 in FY23, with growth anticipated in FY25 and beyond.

Key Responsibilities

Individual Giving

- Maintain and steward relationships with current donors, both domestically and internationally
- Cultivate relationships with potential donors, both domestically and internationally
- Effective donor communication: aid in audience segmentation, personalization, and multi-channel delivery.
- Prepare and send donor acknowledgement letters
- Grow TRIBE's donor base (large and small gifts) through development cultivation, and through CRM and wealth prospecting tools
- CRM management (data entry and retrieval + maintenance)
- Utilizing CRM data to support marketing campaigns and outreach
- On a quarterly basis, provide the Artistic Director, Managing Director and Board President with a report on new donor prospects pulled from four engagement ticket buyer lists
- In addition to individual giving, identify corporate sponsorship opportunities

Fundraising - Grants

- Strategic fundraising initiatives including plans and copy for campaigns
- Grant oversight and management including writing, editing, submitting and tracking
- Maintaining grants calendar; discovering new grants and adding to the calendar on an ongoing basis

Fundraising - Board

- Work to expand TRIBE's Board in a meaningful and strategic way. This includes creating and working closely with a new Board Development Committee.
- Support the onboarding of new board members
- Maintain, update, distribute board related documents such as board agreements, conflict of interest forms, pledge forms, etc

Special Events

- In collaboration with the Artistic Director, Managing Director and Creative Director, develop event ideation, creation, and execution for events of all scales
- Prepare invite lists and track RSVPs
- In collaboration with the Creative Department, develop invite language and design

- Facilitate cost estimates, track expenses, and adhere to event budgets; reconcile income and expenses, providing information to the Managing Director when requested
- Facilitate and support the Creative Department with post-event follow-up through newsletter, direct email communication, and phone calls.

Experience, Qualifications and Requirements

- Bachelor's degree or equivalent combination of education and experience
- 3-5 years of professional fundraising experience in the arts and culture sector. Experience to include grants management, cultivation, reporting, donor cultivation and acquisition, creating and leading major gift campaigns, planning special events and galas, grant writing, donor prospect research and database management.
- The ideal candidate will have a track record of building strong individual and institutional networks that lead to direct philanthropic support.
- The ideal candidate has a committed interest in the performing arts and creative process.
- The ideal candidate is comfortable speaking on behalf of TRIBE with donors, partners, and publicly at events.
- Excellent written and verbal communication skills.
- Exceptional interpersonal skills and the ability to work effectively with a range of people from diverse backgrounds and experiences.
- Strong organizational and analytical skills.
- Comfort and discretion in handling sensitive donor information.

Salary:

Starting Salary \$82,000 | Full-time

Office and Travel Expectations

The ideal candidate is based in New York City, with expectations for a hybrid model of remote and in-person work at TRIBE's administrative headquarters in Bed Stuy, Brooklyn. The role requires some availability outside regular business hours to plan and execute major gift meetings with prospects and donors, attend performances on evenings and weekends, network at receptions and special events in NYC, and travel to select global tour sites for donor cultivation and special events.

Timeline & Process

Job applications will be prioritized through June 1, 2024, with a projected start date on or after July 1, 2024.

To Apply

Please submit your resume & cover letter as a single PDF to itsatribe@gmail.com. The subject line: Your Name | Development Director. Applications will be accepted until a final candidate is chosen. No phone calls please.

TRIBE is an Equal Opportunity Employer and qualified applicants from historically marginalized backgrounds including BIPOC, queer, or alternative in their personhood are encouraged to apply for this new position. All qualified candidates must be authorized to work in the US. All qualified applicants will receive consideration for employment without regard to race, religion, sexual orientation, gender identity, national origin, disability, military status, or any other characteristic protected by law.

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