

## **JOB DESCRIPTION: DIRECTOR OF DEVELOPMENT (January 2023)**

### **POSITION DESCRIPTION:**

The Director of Development (DD) will join a diverse, committed, and dynamic senior team of eight experienced leaders, to manage and guide the fundraising process and goals of both the **Sugar Hill Children’s Museum of Art & Storytelling** and its community-based sponsor, **Broadway Housing Communities (BHC)**. BHC is a pioneering nonprofit advancing high-impact innovations in Housing + Education + Art since 1983 in West Harlem and Washington Heights, neighborhoods where deep poverty, homelessness, and unequal public education continue to be enduring manifestations of contemporary racism and inequality. Ten years ago, BHC was inducted as a Settlement House, uniting with a progressive network of community-based agencies advancing justice and equity across NYC ([see websites: \*\*Sugar Hill Children’s Museum of Art & Storytelling\*\* and \*\*Broadway Housing Communities\*\*](#))

When opened in 2015, the Sugar Hill Children’s Museum of Art & Storytelling became the cultural capstone of the Sugar Hill development that also includes 124 deeply affordable apartments and the Sugar Hill Museum Preschool. This distinctive community museum is dedicated to nourishing the dreams, and natural creative intelligence of young children – preparing them to become global citizens and architects of a more equitable future. Its mission democratizes access to culture by providing intergenerational experiences with art exhibitions and art making, engagement with artists, and opportunities for civic engagement.

The position reports to BHC’s Founder and Executive Director, and works in close collaboration with the Museum Director, the senior management team and the Boards of Directors of BHC and the Museum. The DD will lead a team of three, including a Senior Manager of Institutional Giving and grant writer, a Development Assistant, and Communications Manager, in addition to consultants in event planning and graphic design.

### **RESPONSIBILITIES:**

- Guide and manage the multi-year fundraising strategy that maintains and increases support from foundations, government, corporate, individuals and events.
- Work collaboratively with BHC’s Executive Director and Museum Director to steward and deepen existing donor relationships; identify and cultivate new individual, institutional and public funding opportunities; direct and develop LOIs and funding proposals with the support of staff.

- Support the development and implementation of a marketing and communications plan.
- Provide staff support to the Development Committee of the Boards; prepare materials and Development Reports for quarterly Board meetings.
- Ensure quality standards and timeliness of preparation and follow-up for funding solicitations, acknowledgement of gifts and grants, and donor communications.
- Maintain a development and communications calendar; grant applications and reporting deadlines, site visits, events and donor outreach.

**Qualifications:**

- B.A. degree, preferably in the arts, arts education or humanities; graduate degree preferred.
- A minimum of 5 years in development in the arts and culture sector, human service or social justice fields.
- Proven track record of successful solicitation and cultivation of individuals, corporations and foundations.
- Excellent writer, and effective and compelling communicator, specifically when presenting and speaking with board members, prospective donors and partners.
- Experience with Blackbaud Altru or comparable fundraising databases, and proficiency with technology/information systems.
- Strong interpersonal and leadership skills to collaborate effectively with staff, Board members, donors and community stakeholders.
- Demonstrated organizational and budgeting/financial management experience.
- Minimum 3 years supervisory experience is required,
- Strategic, planful, and well organized.

**APPLICATION:**

To apply, please email resume, cover letter and two professional writing samples, with salary requirements to [resumes@bhc.org](mailto:resumes@bhc.org) with the subject line “Director of Development” and your last name. Salary commensurate with experience and the position will pay \$120k to \$140k. Excellent comprehensive benefits package. We are an equal opportunity employer. No phone calls.