

**Wharton Arts
Director of Development**

Reports To: Executive Director

Status: Exempt. Full Time (30 hours per week)

Schedule: 5 weekdays (hybrid schedule), some weekends required for events

Gross Salary (W2): \$60,000-70,000

Benefits: healthcare, dental/vision, 401k, long-term and short-term disability, life insurance

Program Summary

Wharton Arts is New Jersey's largest independent non-profit community performing arts education center serving nearly 2,000 students through a range of classes and ensembles. The 5 ensembles of the New Jersey Youth Chorus, an auditioned choral ensemble program for students in grades 3–12, encourage a love and appreciation of choral music while nurturing personal growth and creative development. The 15 ensembles of the New Jersey Youth Symphony, which serve over 500 students in grades 3–12 by audition, inspire young people to achieve musical excellence through high-level ensemble training and performance opportunities. Based in Paterson, the Paterson Music Project is an El Sistema-inspired program of Wharton Arts that uses music education as a vehicle for social action by empowering and inspiring young people to achieve their full potential through the community experience of ensemble learning and playing. From Pathways classes for young children to Lifelong Learning programs for adults, the Wharton Performing Arts School has a robust musical theater and drama program and offers both private and group classes for instruments and voice for all ages and all abilities.

Position Summary:

Wharton Arts seeks a full-time Director of Development who will collaborate with the Executive Director to lead its philanthropic efforts and coordinate its Capital and Endowment Campaigns. The Director of Development is responsible for policy, strategy, and implementation of all fundraising activities including special events, major gifts, annual appeals, grants, planned giving, and alumni programming. The Director of Development works closely with the Executive Director, Senior Staff, and the Board of Trustees.

Essential Duties and Responsibilities:

- With Executive Director, plan and implement a focused donor campaign and communication strategy including Annual Fund, Annual Gala, and program-specific events such as Playathon. The annual contributed income goal exceeds \$700,000 and consists of 60% contributions from individuals, 20% corporations/match, and 20% foundation and government.
- Work with the Executive Director and team to launch the organization's capital campaign with a \$20 million goal over six years to construct a new building for New Jersey Youth Chorus, New Jersey Youth Symphony, and our Performing Arts School.
- Identify, cultivate, and solicit major gift prospects and donors for Wharton Arts major gift program and \$6 million endowment campaign to support our scholarship fund and free performing arts programming.
- Maintain and grow a portfolio of approximately 300 donors.

- Serve as staff liaison to Board Meetings, Development Committee, Advisory Committee, Paterson Music Project Council, NJYS Alumni Society, and participate in Strategic Planning and other committees as appropriate.
- Attend Wharton Arts events and concerts (evenings and weekends) to meet potential donors.
- Oversee administration of all development activities including the development calendar, donor database (eTapestry), and monthly reports.
- Oversee design and content of development materials, including online donations.
- Oversee activities for the NJYS Alumni Society, including events, newsletters, and fundraising.
- Manage non-artistic aspects of annual gala, Playathon, and other special events.
- With Executive Director, develop annual budget; forecast contributed revenue and create multi-year funding plan.
- Manage a part-time Grant Writer and part-time Development Associate.
- The Director of Development reports to the Executive Director.

Qualifications and Special Requirements:

- Bachelor's Degree or equivalent experience in arts management
- 8+ years of successful experience in fundraising in positions of increasing responsibility.
- Exceptional writing and communications skills. Ability to speak enthusiastically and articulately about performing arts education.
- Strong analytic and synthesis skills.
- Superb time management skills and ability to set priorities for your department.
- Responds creatively and effectively to new and unexpected challenges.
- Desire to work collaboratively with a diverse set of stakeholders, and to be a dedicated team member. Sense of humor, diplomacy, and perspective important.
- Strong computer skills: donor database and Microsoft Office.
- Experience in building creative and mutually beneficial partnerships within the nonprofit, public and corporate sectors.
- A love of music and performing arts is essential; a background in music, dance or theater is helpful, but not required.

To Apply: Send cover letter, resume, and two writing samples (MS Word or PDF format) to jobs@WhartonArts.org.

Applications will be reviewed on a rolling basis. Applicants are encouraged to apply early. The position will remain open until filled.