

**Wharton Arts
Director of Development**

Reports To: Executive Director

Status: Exempt. Full Time (40 hours per week)

Gross Salary: \$100,000

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

Location: Berkeley Heights, New Jersey

Wharton Arts Overview

Wharton Arts provides transformative performing arts education in an inclusive community that is accessible to everyone. We are passionate about the positive impact music and the arts can have in the lives of our students and in our communities. Our Director of Development will share that passion and lead our fund development efforts.

Wharton Arts is New Jersey's largest independent non-profit community performing arts education center serving over 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, and 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 that 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. With the support of the Executive Director, the Director of Development is responsible for policy, strategy, and implementation of all development activities, including all aspects of individual and major gift giving: prospecting, cultivation, solicitation and stewardship; special development events and program highlights; foundation cultivation, grant writing and research; corporate sponsorships and collaborations; and alumni programming. The Director of Development works closely with the Executive Director, Marketing Director, Senior Staff, and the Board of Trustees.

Essential Duties and Responsibilities:

The Development Director is responsible for creating and maintaining a strong culture of philanthropy and for building and implementing long term development strategies that support Wharton Arts 'overall goals and objectives.

Specifically:

- Play a key role in the execution of Wharton's long term strategic plan as it relates to development, with particular attention to coordination with the marketing department for both programmatic and institutional marketing efforts.
- With the Executive Director to develop the annual budget; forecast contributed revenue and to create a multi-year funding plan.
- Work closely with Wharton's Board of Trustees in identifying and attracting donors to the organization.
- Lead the Development group, which currently includes a part-time Grant Writer and a part-time Development Associate.
- With the Executive Director, plan and implement a focused individual giving campaign that includes major gifts, prospecting, cultivation, solicitation and stewardship strategies with the goal of growing and maintaining a portfolio of over 300 dedicated donors.
- Work with the Executive Director and team to launch the organization's capital campaign with a long-term goal of constructing 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 to contribute to Wharton Arts \$6 million endowment campaign to support our scholarship fund and free performing arts programming;
- Create and maintain a robust 12-month events calendar with a tiered approach, utilizing diverse locations and activities to ensure effective donor cultivation and stewardship at various engagement levels;
- Manage non-artistic aspects of the annual gala, as well as specific annual fundraisers for programs and other special events.
- Attend Wharton Arts events and concerts (evenings and weekends) to meet potential donors.
- Launch a more focused, strategic effort with professionally-managed foundations and institutional giving opportunities;
- Establish opportunities for Corporate Sponsorships and collaborations and better encourage matching gift programs.
- Oversee administration of donor database - currently eTapestry.
- Oversee design and content of all development materials, including development focused articles or "spotlights" in regular Wharton Arts Newsletters; and
- 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.

Qualifications and Special Requirements:

- Experienced, successful fundraiser and development leader with a track record of progressive responsibility in non-for-profit environments.
- Senior management experience.
- Knowledge of and passion for music and performing arts education.
- Strategic thinker with attention to detail.
- A skill for collaboration with a diverse set of stakeholders.
- Demonstrated skills in strategic planning and budgeting.
- Experience in building creative and mutually beneficial partnerships within the nonprofit, public and corporate sectors.
- Exceptional writing and communications skills. Ability to speak enthusiastically and articulately about performing arts education.
- Superb time management skills and ability to set priorities for your department.
- Responds creatively and effectively to new and unexpected challenges.
- Strong computer skills: donor database and Microsoft Office.
- A love of music and performing arts is essential; a background in music, dance or theater is helpful, but not required.

To Apply: Send a current resume, cover letter, four professional references and salary expectation to jobs@WhartonArts.org. All documents should be in PDF format and have the candidate's name as part of the file name.