



Young  
Audiences  
Arts for  
Learning

**Director of Development  
Young Audiences, Inc. (New York, NY)**

The national office of **Young Audiences Arts for Learning** seeks a full-time Director of Development who, in partnership with the National Executive Director, will design and implement the organization's development plan.

**About Young Audiences Arts for Learning**

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Founded in 1952, Young Audiences Arts for Learning (YAI) is the nation's oldest and largest arts in education learning network, serving more than 5 million children and youth across the country each year. We believe that the arts, from music to media arts and storytelling to sound engineering, are vital to the education and social emotional development of all students. Our mission is *to inspire young people and expand their learning through the arts*.

The YA national headquarters, based in New York City, helps the network of thirty YA affiliates play a decisive role in all young people's education and development. YAI builds and sustains capacity of the YA affiliate network in such areas as leadership, teaching artist development, and diversity, equity, inclusion, and access, leading professional learning and driving cross-affiliate collaborative programs. YAI provides grant opportunities for affiliates to foster development of innovative practices and convenes the network through annual conferences and leadership forums.

For more information about Young Audiences, please visit: <http://www.ya.org>

**Position Summary**

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The Director of Development will design and implement fundraising strategies capable of supporting the robust depth and breadth of YAI's impact on the field of arts in education and the education of students overall.

In doing so, the Director of Development will support YA's strategic goal to build an ongoing sustainable relationship between the national organization and its affiliate network to develop a research network steeped in authentic, comprehensive, and relevant programmatic innovation to elevate both arts and non-arts standards-based content in partnership with education, non-arts, and arts entities at the national and international level.

Such activities to realize these goals will include sustaining a diverse pipeline of government, foundations, corporations, major gifts, and individual donors, and implementing processes to support sustained growth across all categories including special events to cultivate such partners.

## **Job Responsibilities**

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### **1. Fundraising Strategy and Management**

- Design and implement an annual development plan that incorporates short- and long- range goals that deliver a sustainable mix of funding partners
- Maintain accurate, confidential records of progress and activity reports for the National Executive Director and YA National Board Finance Committee
- Participate in the budgeting process
- Oversee the planning and management of strategic cultivation and stewardship events
- Maintain working knowledge of city, state and national priorities and issues

### **2. Donor Management**

- Support the National Executive Director and other leadership's donor engagement as well as carry out face-to-face solicitations and other direct engagement with donors and prospects
- Develop goals, strategies, cultivation, solicitation, and stewardship plans for each donor, ensuring that each one receives personalized contact
- Identify new prospects for major gifts and opportunities for increased giving by current donors.
- Oversee prospect research and actively lead identification of prospects to bring new supporters into the organization
- Oversee the drafting of donor correspondence and maintain primary responsibility for developing messages, strategy memos, talking points, and donor materials
- Manage donor communications and administrative tasks
- Oversee and conduct research and prepare reports on individual donor prospects
- Oversee gift processing and acknowledgement distribution
- Oversee the maintenance of the CRM and other relevant records

### **3. Grant Development & Management**

- Develop and manage annual fundraising calendar and grant cycles
- Develop and manage a system for tracking restricted and various grant activities
- Ensure accuracy of the grants database, including tracking submissions, awards, and reporting deadlines
- Draft, supervise and secure supporting documents based on the requirement of grant guidelines
- Draft, supervise and secure supporting documents for grant reports

### **4. Characteristic & Skills**

- Passionate, energetic, and perceptive with exceptional proficiency in creative, strategic, and analytical thinking, as well as practical problem-solving

- Have excellent verbal, written and interpersonal communication skills as well as organizational and time management skills
- Minimum 7 years of experience in fundraising, including significant experience in major donor and foundation fundraising.
- Knowledge of the Arts & Education philanthropic communities is a plus
- Have demonstrated ability to work effectively with and quickly gain the respect and support of various and diverse constituencies, including board members, staff, affiliates, partners, members, donors, and prospects
- Have experience successfully overseeing and supervising colleagues
- Are detail-oriented with strong follow-through and the ability to meet tight deadlines
- Have the ability and sound judgment to set and adhere to priorities
- Have experience developing and managing brand and fundraising communication efforts
- Have sound judgment in maintaining confidentiality of donor information
- Have database and record-keeping proficiency, including donor database/CRM experience.
- Have a firm commitment to the mission and principles of Young Audiences Arts for Learning.
- Have a firm commitment to diversity: a personal approach that values the individual and respects differences of race, ethnicity, age, sex, sexual orientation, gender identity and expression, religion, ability, involvement with the criminal justice system, and socioeconomic circumstance.
- Bachelor's degree required; Master's Degree or equivalent of experience preferred.

### **Statement on Diversity, Equity, Inclusion, and Access**

Young Audiences is dedicated to advancing diversity, equity, inclusion, and access (DEIA) in all areas of our work, while furthering education, engagement, and action around these principles across our affiliate network. DEIA is a core focus of network leadership convenings, professional learning programs, national initiatives, and advocacy efforts. We know that the health, vitality, and ultimate success of Young Audiences is dependent upon the participation of people from a variety of backgrounds at all levels of the organization. YAI has made a long-term commitment to maintain and increase diversity in board membership, staff, programs, and artists, while fostering a dynamic and supportive work culture that values diversity, inclusion, and respect. We strongly encourage members of historically underrepresented communities to apply.

It is the policy of Young Audiences Arts for Learning to ensure equal employment opportunity without discrimination or harassment on the basis of race, creed, color, national origin, ancestry, sex, age, religion, disability, marital or civil partnership/union status, familial or caregiver status, alienage or citizenship status, sexual orientation, gender identity or expression, pregnancy,

military or veteran status, unemployment status, or any other characteristic protected by federal, state, or local law.

### **Compensation and Benefits**

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Salary range for this position is \$110,000-\$125,000, commensurate with experience. Our comprehensive benefits include paid holidays and annual vacation time, a 403 (b) defined contribution retirement plan, flexible sick time, and highly subsidized health and dental care. Young Audiences supports ongoing professional learning and development and encourages the professional growth of its staff.

### **Application Instructions**

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Please send a cover letter and resume to [jobs@ya.org](mailto:jobs@ya.org) by no later than January 15, 2023. Please include the position title in the subject line. No phone calls, please.