

Full Time Director of Individual Giving & Special Events

The Play Company (PlayCo), an Obie award winning Off Broadway theatre producing in New York City, seeks a charismatic and entrepreneurial fundraising professional to lead its individual giving and special events efforts.

PlayCo is committed to diversity, equity, inclusion, and social justice in all areas of our work: on our stage, in our audiences, in our rehearsal rooms, on our staff, and within our leadership. We strongly encourage candidates of color and from communities under-represented in the theatre field to apply.

The 3 pillars of our mission: empowering artists to generate a dynamic, uniquely global program of adventurous work, innovating and celebrating the power of live theatre; pro-actively and meaningfully inviting our NYC community to engage in this artistic work; providing affordable access to ensure that our theatre is available to all. PlayCo commissions, develops and produces new plays, from the U.S. and around the world, to create contemporary theatre that reflects and responds to both our New York City home and today's interconnected world. We support ambition and experimentation in both form and content. We champion new and historically marginalized voices to advance a more inclusive and expansive American theatre. We premiere our work in partnership with community organizations and stakeholders to connect the stories with local, national and global audiences.

As a company that engages with a multitude of global/cultural perspectives, we are proactively addressing inequitable and exclusionary systems and practices that cause harm to underrepresented and historically marginalized communities. We center the well-being of our artists and team to ensure everyone earns a living wage, enjoys a humane and joyful workplace, and receives opportunities for professional and personal development. As we implement changes and action steps to uphold these values and practices, we must expand our resource base so we can sustain them. The Director of Individual Giving & Special Events (DIGSE) will play a critical role in our strategic planning over the next 3-5 years.

Reporting to the Managing Director, the DIGSE will join and work closely with PlayCo's leadership team to build and execute long term strategies for individual giving; research and cultivate new donors and major gifts; and oversee our special events program. The DIGSE is an experienced fundraising professional with the knowledge and leadership skills to support and grow an annual operating budget of 1 million, and manage a part time development support staff member. We expect that PlayCo's annual fundraising goals will increase in future years as the DIGSE systematically and effectively strengthens the organization's overall fundraising capacity by tapping previously unrealized opportunities in individual giving and special events.

The Director of Individual Giving & Special Events will create strategy and oversee all individual giving and special events activities including:

- Develop and implement a strategy for new small gifts/grassroots giving.
- Major gifts research, cultivation, and solicitation.
- Manage a portfolio of donors, develop and maintain personal relationships to secure new and renewing major gifts, and oversee overall PlayCo donor relations.
- Work closely with PlayCo board and leadership to identify and cultivate new board candidates.
- Manage board logistics including scheduling, list management, etc.
- Work closely with leadership to assess PlayCo's development practices to align with our Diversity, Equity, Inclusion and Social Justice values and goals.
- Work closely with the leadership team to create an annual development plan, present individual giving and special events components to the board, and track progress.
- Create annual strategy around all event activity including the Gala, cultivation events, and donor gatherings. Manage logistics for cultivation events, donor gatherings and smaller fundraising events. Drive fundraising for the Gala to meet revenue goals. Oversee event producer for gala.
- Oversee and execute annual campaigns and appeals.
- Work closely with the development staff and communications team to manage PlayCo's CRM database.

- Participate in strategic planning with PlayCo leadership and board.
- Create and oversee Individual Giving revenue and expense budgets.
- Facilitate individual giving and special events segments of weekly development meetings with leadership and development staff.
- Co-manage a development support staff member who will have additional institutional development responsibilities.
- General administrative duties as needed (answering phones, checking mail, etc).

Who Should Apply

Applicants with

- Demonstrated success in:
 - Achieving unearned revenue goals for other non profit organizations.
 - Personally soliciting and closing gifts of \$10,000 or more.
 - Developing a strong rapport with individual donors.
 - Planning and successfully executing special events with 100-150 guests or more
 - Working with boards and executive leadership.
- Demonstrated cultural competency through the lens of anti-racism, equity, and inclusion.
- Knowledge of and contacts within the NYC theatre and philanthropic circles.
- Ability to successfully manage support staff members.
- Proficiency in microsoft office and/or the google suite.
- Strong attention to detail and an ability to multitask.
- Excellent written and verbal communication skills.
- Collaborative working style
- Sense of humor

Compensation, Benefits & Employment

The Director of Individual Giving & Special Events is a full time, exempt employee with a salary of \$70,000 and the following benefits:

- Employer contribution of 90% (to a maximum of \$900/month) for health insurance premiums.
- Employer contribution of 100% for dental premiums.
- Additional employer contributions available for spousal and family plans.
- Unlimited vacation beginning 6 months after 1st day of employment.

COVID-19 Safety Information

PlayCo prioritizes the health, safety, and well being of all team members. At minimum, we comply with all local, state, and federal mandates/laws, CDC guidelines and recommendations, and we may elect/implement additional safety measures as needed. All practices, policies, and procedures will be monitored and adjusted accordingly when appropriate.

PlayCo requires a fully vaccinated workplace. However, we will consider religious and medical exemptions in accordance with local, state, and federal law, and subject to verification. Exempted employees will be subject to enhanced safety protocols including without limitation more frequent testing and wearing PPE at all times. All team members will be tested for COVID on a regular basis or as directed, wear PPE properly when appropriate, and maintain responsible social behaviors for the duration of employment. Examples of responsible social behaviors include, without limitation, avoiding crowded unvaccinated events when possible, wearing masks indoors or in crowded environments, communicating potential or confirmed exposures to team members, and staying home when experiencing any symptom(s) associated with COVID or other contagious illness.

Whereas some aspects of this position can be done remotely, a regular presence in the PlayCo offices is required. All applicants should have residency in the NYC metro area or be willing to relocate upon acceptance of an offer.

Information Sessions

PlayCo's Founding Producer Kate Loewald and Managing Director Rob Bradshaw will host two virtual information sessions where prospective applicants can ask questions and learn more about this opportunity and PlayCo before applying.

Information sessions will begin with a brief introduction to PlayCo by Kate Loewald and a brief summary of the position and fundraising at PlayCo by Rob Bradshaw. Prospective applicants are not required to be present for the entire session and they may come and go as needed. We also invite prospective applicants to join us with cameras turned on, but you are welcome to join off camera if you prefer.

Monday, January 24, 2021: 5:30PM - 7:00PM

Click to Register: <https://zoom.us/meeting/register/tJwldO-hrzgphN2OLoh1gpM4EI0kap2YBrQq>

Wednesday, January 26, 2022: 8:30AM – 10:00AM

Click to Register: <https://zoom.us/meeting/register/tJwldOihqD8oHtzTOel25Nslj6q1Kdd9UZXx>

Sessions will be hosted on zoom. Please register in the links above to receive access information and email rbradshaw@playco.org if you have any questions or issues accessing the registration link or zoom room.

Application and Hiring (Revised Jan 11, 2022)

Given the surge of COVID cases over the holidays, PlayCo has extended our recruitment period to January 31, 2022. This search will be conducted by Rob Bradshaw and Kate Loewald. We will begin reviewing applications on January 31, 2022 and we will have up to four rounds of interviews or less, and each interview session will be 45-90 minute. One round of interviews will include select PlayCo board members. Candidates may be asked to prepare work samples or advance materials for review and discussion during select interviews. Kate and Rob will work with each candidate to determine the most appropriate samples or materials. Candidates will be given time to prepare these materials. Below is the intended interview and hiring schedule:

- Round 1: (Approx 5-10 candidates) February 7 - February 11
- Round 2: (Approx 3-5 candidates) February 17- February 22
- Board Interviews: (Approx 2-3 candidates) February 28 - March 2
- Final Interviews (Approx 1-2 candidates) March 7 - March 8

Kate and Rob will speak with the professional references of the final candidates March 9 - 11 and will aim to make an offer by March 11, 2022. The start date will be between March 21 and 28 and determined in good faith between the new DIGSE and PlayCo.

This process and timeline is intended to be a reference guide for applicants. However, our first priority is a thorough and thoughtful search process, and we will maintain flexibility if adjustments to this timeline are necessary. **Please note: We will review and consider applications until the position is filled. Interested applicants who receive this job description after January 31st, 2022 are welcome to apply if the position is still open. The status of the position will be kept current on our [website](#).**

To apply, please send a cover letter and resume to jobs@playco.org.