

McCarter

Job Posting

POSITION: Director of Development

DEPARTMENT: Development

CLASSIFICATION: Full-time; Annual; Exempt

REPORTS TO: Executive Director

PAY: \$145,000 - \$175,000

BENEFITS INCLUDE: Medical, vision, and dental insurance, flexible spending accounts, paid vacation, sick and personal time, life insurance, long-term disability insurance, and a 403(b) retirement plan with employer match, as well as other perks.

LOCATION & SCHEDULE: This is an in-person position at 91 University Place in Princeton, NJ, with occasional opportunity for remote work. Regular office hours are 10:00am – 6:00pm, with regular evening and weekend commitments for fundraising events, openings, and cultivation and stewardship of supporters, as scheduled with as much reasonable advance notice. Local residency in the Princeton area, or a willingness to move to the area, is required; Relocation assistance is available.

START DATE: This position will be filled as early as possible.

McCarter Theatre Center, a leading, independent, nonprofit theater located in Princeton, NJ, seeks an innovative and strategic Director of Development to expertly lead all fundraising and engagement efforts on behalf of the organization. Reporting to the Executive Director and serving as a key member of the senior management team, the Director of Development is responsible for elevating and enhancing the fundraising capabilities of the organization during an exciting new chapter for one of the country's leading performing arts venues.

McCarter is a nationally regarded and Tony Award-winning producing and presenting company. Since its inception, McCarter has demonstrated a steadfast commitment to and investment in the ongoing work of making its theatre more inclusive, diverse, and welcoming. To reflect the diverse local community on stage and behind the scenes, McCarter is committed to the essential work of supporting artists, employees, audience members, and students with diverse cultural backgrounds and lived experiences.

Charged with developing innovative fundraising strategies and engaging with an increasingly diverse group of theatre practitioners and enthusiasts, the Director of Development must similarly possess a demonstrated interest in and track record for advancing equity, diversity, inclusion, and accessibility. McCarter's inclusive workplace promotes new perspectives which contribute to a more creative, innovative, and engaged organization, and it is critical for the Director of Development to be additive to fostering this environment.

This role is an exceptional opportunity for a high-performing individual to lead a development program in support of McCarter's mission through the implementation of best practices, team and capacity building, and the application of innovative strategies which will create a philanthropic enterprise of unsurpassed effectiveness.

The Director of Development will guide and support the Executive Director in their role as chief fundraiser, as well as engage with the Artistic Director, the Board of Trustees, and other key stakeholders through fundraising and engagement activities. While personally engaging a select portfolio of major gift prospects and donors, this individual will take leadership in cultivating and soliciting transformative gifts and operationalize bold new ideas as well as time-tested techniques that will lead McCarter to even greater levels of funding. This role will also maintain collaborative relationships with colleagues across the organization to coordinate and execute philanthropic initiatives. With initial management responsibility for a team of three development professionals, this individual will inspire and motivate staff to meet ambitious goals across annual, major, and planned giving; institutional support; membership (or subscription) programs and campaign endeavors. In anticipation of advancing the development program at McCarter Theatre Center, the Director of Development will have the opportunity to strategically grow the team in the near term to meet the demands of a more robust development program.

The ideal candidate will embrace the opportunity to further advance a bold and distinctive vision for McCarter. With leadership experience in development, the Director of Development should possess strong managerial, strategic planning, and motivational skills; a keen understanding of fundraising best practices; and a history of significant personal success in donor cultivation, solicitation, and stewardship at the major gift level. The individual in this role will demonstrate a commitment to McCarter's mission and core values, as well as an appreciation for and understanding of its contributions to the local community and beyond.

About McCarter

McCarter Theatre Center is one of the country's flagship regional theatres and a key cultural asset for the Princeton community and the region. McCarter consistently develops and produces a varied repertoire, ranging from fresh approaches to the classics to world premieres by emerging, established, and internationally renowned playwrights.

Known for its commitment to creativity and excellence, as well as its educated and engaged audience, McCarter has provided a home for artists since its incorporation as an independent nonprofit theatre in 1963. McCarter strives to engage its audiences in a dialogue of ideas and encourages lifelong learning as a core community value. Through productions and performances, community engagement and education, McCarter aspires to use theatre to challenge and entertain its audiences while promoting civic engagement and inspiring people to experience the world in new ways.

McCarter's principal programs currently includes its annual theatre series, a season produced by the company, and the presented series, which consists of more than 50 world-class performing arts events that include classical, jazz, and world music; ballet and contemporary dance; and a broad spectrum of work that spans most performing arts disciplines. This two-prong approach to arts presenting means that McCarter can both generate production locally, with talent drawn from relationships built with artists around the world, and invite others to bring their work to the McCarter community.

McCarter's national reputation draws theatre artists from around the world to work on productions of the highest artistic caliber. It boasts a reputation as a major center for advancing the development and production of new work.

As a major nonprofit center for the performing arts, McCarter also plays a vital role in the introduction, practice, and teaching of theatre skills for K-12 students and adults. Its education programs serve nearly 10,000 people annually. Classes, camps, in-school residencies, and numerous community partnerships support students of all ages and helps prepare them to succeed in a culture and economy that increasingly values creativity and innovative thinking among its workforce.

McCarter operates in a performing arts facility on the Princeton University campus that consists of two theatres—the 1,072-seat Matthews Theatre and the 360-seat Berlind Theatre. In addition to its performance venues, the complex includes rehearsal halls, offices, dressing rooms, and additional support facilities. The company's production departments are housed in a 23,000-square-foot facility located nearby.

McCarter's relationship with Princeton University distinguishes it from other theatres in the country. Located adjacent to the University's campus, McCarter shares facilities with the Lewis Center for the Arts, a newly constructed hub for the performing arts that anchors the southwestern edge of Princeton's campus. The Programs in Theatre and Music Theatre regularly invite local theatre-makers to teach in their curriculum. The Princeton Atelier, established by the late Toni Morrison and now led by poet Paul Muldoon, invites world-renowned artists to teach for a semester, engaging students pedagogically on work-in-progress. The Atelier and other Lewis Center programs regularly ask artists to present work for campus and public audiences, and engage the national conversation about arts practice, scholarship, and development. The mutually beneficial partnership between the Lewis Center and McCarter is full of growth potential.

Financial & Fundraising Overview

McCarter theatre Center operates on an annual budget of approximately \$15 million, derived primarily from ticket sales and philanthropic contributions. On average annually, McCarter receives approximately \$5 million in philanthropic support from its generous benefactors. After recently completing a successful capital campaign, McCarter's endowment has grown to more than \$25 million, providing added financial stability as it refines its vision for the future and welcomes new artistic leadership.

Position Summary

The Director of Development provides strategic leadership for, and supervises staff members involved in, all fundraising activities of McCarter Theatre Center including individual and institutional giving; capital and comprehensive campaigns; major gift initiatives; annual and planned giving; operational support; and special projects and events. Reporting to the Executive Director, this position partners with senior management and a dedicated development team to elevate and enhance the fundraising capabilities of McCarter during an exciting time of growth and innovation.

An inspiring and inclusive leader, the Director of Development will possess the ability to motivate staff, board members, donors, and key stakeholders throughout the local and national artistic community. A passion for the performing arts is critical to success, as is the fundamental belief that arts and creativity are of great value to society.

Essential Functions & Duties

Leadership Support and Engagement

- Develop, articulate, and manage the overall development plan for the organization in close collaboration with the Executive Director, Artistic Director, and other key internal stakeholders.
- Support the Executive Director in developing major philanthropic opportunities and in designing cultivation and solicitation strategies for high-level donors and prospects.
- Ensure that the Executive Director, Artistic Director, and board members are effectively staffed for fundraising activities and donor conversations, and that their time is optimally, efficiently, and appropriately leveraged.
- Serve as an active and valued member of the organization's senior management team, which is responsible for the overall management, strategic planning, and prosperity of the organization.
- Oversee the preparation and presentation of regular reports to the Executive Director, the senior management team, and the Board of Trustees as it relates to philanthropic revenues and initiatives.
- Serve as a liaison to the organization's Board of Trustees, as directed by the Executive Director. Provide staff support and direction to the Development Committee of the Board.

Programmatic Elevation

- Assess the fundraising potential of the organization by evaluating, strengthening, and enhancing existing individual and institutional giving programs, including membership programs. Develop and implement new and innovative strategies for identifying and acquiring prospective donors, increasing donor retention, and upgrading and renewing existing donors.
- Serve as an architect and builder of a sophisticated, cohesive, and systematic multi-year fundraising and engagement strategy that is reflective of best practices, consistent with the organization's mission and core values, and designed to produce sustainable long-term growth in philanthropic contributions.
- Develop efficient and effective programs designed to leverage annual gifts as a pipeline for major and planned giving prospects. Ensure that accurate and timely data is captured in McCarter's CRM database, Tessitura.
- Partner closely with staff in other departments, particularly the Director of Marketing, to coordinate the development, production, and distribution of print and online communications to donors and members. Ensure that internal and external communications incorporate appropriate, consistent, and compelling fundraising messaging and reinforce the organization's key priorities and strategic direction.

Staff Management and Fundraising

- Personally cultivate, solicit, and steward a select portfolio of major gift prospects and donors and, in doing so, lead the frontline fundraising team by example. Represent the organization in meetings with donors and prospects and at special events. Uphold a high degree of professionalism and sophistication as a representative of McCarter to external audiences.

- Lead the organization's development staff of full-time employees, promoting a culture of innovation and collaboration and ensuring that the staff is well-prepared to meet the ongoing challenges and opportunities for the organization. Oversee development personnel activities, including the hiring, mentoring, and evaluation of all development staff and strategically grow the development team.
- Provide clear direction and priorities for staff. Work with each staff member to set mutually agreed upon, well-defined, and measurable goals. Ensure that staff members execute effective management strategies and timely, accurate gift acknowledgements that result in meaningful engagement, successful solicitation of prospects, and superb stewardship of donors.
- Develop, oversee, and execute philanthropic strategies for future campaign endeavors.
- Fosters camaraderie, creativity, and a positive work environment, while demonstrating grace and perspective in navigating challenges.
- Adhere to safe working practices while embodying McCarter safety and code of conduct policies
- Participate in the work to make McCarter an anti-racist theater. Actively seek ways to improve our work practices to make the Development department more equitable and inclusive, while upholding and exhibiting our stated values of "justice and joy, beauty and belonging."

Qualifications

Candidates will possess many, if not most, of the following professional qualifications and personal characteristics:

- Demonstrated, progressively responsible fundraising with managerial experience of meaningful length in development.
- Demonstrated experience advancing equity, diversity, inclusion, and accessibility within an organization, and the ability to articulate the necessity of inclusivity.
- A successful track record of building upon an existing development program, resulting in a substantive and sustainable increase in philanthropic revenue for an organization.
- Proven experience as a highly effective, collaborative, and inclusive manager for a team of development professionals, and success in establishing a team- and goal-oriented environment.
- Familiarity with all varieties of charitable giving and a depth of knowledge in key areas of development including annual, major, and planned giving and campaigns.
- Proven track record of success in securing major gift and pledge commitments from individuals, foundations, and corporations; success in closing seven-figure gifts will be favorably considered
- The credibility, maturity, and sound judgment required to effectively engage and leverage senior leaders and volunteers in the cultivation, solicitation, and stewardship of key prospects and donors.
- A level of ease and confidence in social settings and in engaging individuals in meaningful conversations in support of the mission of an organization.
- Demonstrated effectiveness in writing, public speaking, and one-on-one conversations.
- A highly organized work style, strong attention to detail, and a demonstrated ability to multitask.
- The flexibility and willingness to travel occasionally to meet with high-level donors and prospects, and to participate in fundraising-related events.
- Proficiency in using fundraising and customer relationship management software. McCarter uses Tessitura.
- A critical consciousness and interest in the values and practices that can help build and sustain an equitable, diverse, and inclusive workplace
- Ability to collaborate with diverse needs, personalities, and work styles with optimism and a solution-discovery mindset
- Individuals are strongly encouraged but not currently required to be up to date on COVID-19 vaccinations.
- Final candidates will need to successfully complete a background screening

Work Environment

- Led by our core values, McCarter fosters and expects a culture of care and respect for the wellbeing of our staff.

- In-person work will primarily be completed in a private office space at 91 University Pl, Princeton, NJ with HVAC cooling/heating.
 - Employees may be asked to use a personal cell phone in order to access authenticator apps and related software necessary for work credentials/multi-factor authentication (MFA). Applicants should be comfortable using their personal devices for these purposes as part of their job responsibilities, as workarounds cannot be guaranteed in order to access certain platforms.
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McCarter is an equal opportunity employer committed to hiring, supporting, and promoting a diverse workforce and inclusive culture. McCarter is committed to fostering a diverse, anti-racist company and have begun that work in earnest; this work goes beyond our staff and production teams and includes engaging, educating, and cultivating a broad range of audiences, making the arts accessible to all people, and presenting a variety of entertaining and thought-provoking programming across disciplines. As such, McCarter seeks team members who: contribute to a diversity of backgrounds and experiences to support an expansive artistic vision; are committed to engaging in ongoing anti-racism and anti-oppression work collectively and individually; value collaboration, flexibility, and an openness to continuous personal and professional growth. Please review our staff-written Framing Statement on equity, diversity, inclusion, and accessibility, linked [here](#).

We encourage all candidates to apply, even if they do not currently meet *all* qualifications. We know there are great candidates who may not have all of the qualifications listed above but possess intuitive knowledge or other fully transferable skills. If that is you, don't hesitate to apply and tell us about yourself. McCarter is committed to on-the-job training and mentorship. We also encourage candidates who do not live within commuting distance to apply; relocation assistance is available. We are eager to tell you about the area, which includes many communities and towns outside of Princeton.

If you are interested in supporting McCarter's vision, we would love to hear from you.

Interested candidates should submit a cover letter and resume to jobs@mccarter.org with your name and "Director of Development" in the subject line. Please also mention where you heard about the position. We look forward to learning more about you!

McCarter Theatre Center is committed to providing access and reasonable accommodation in the application and hiring process for individuals with disabilities if needed and requested. To request disability accommodation, please contact (609) 258-6500 and connect with Human Resources.