



Director of Individual Giving & Special Events

Harlem School of the Arts (HSA) seeks a **Director of Individual Giving & Special Events** to contribute to our annual fundraising goals and oversee planning and executing HSA events. The Director of Individual Giving & Special Events is a detail-oriented and extremely organized with the ability to work within a diverse group of partners, administrators, and teaching artists.

Reporting to the Chief Development Officer, the Director of Individual Giving & Special Events identifies, cultivates, and solicits friends, patrons, alumni, and parents through face-to-face meetings and fundraising events to achieve annual fundraising goals; and oversees all aspects of planning and executing HSA's annual fundraising events, including our Homecoming Celebration and Spring Gala. This position works closely with the Director of Marketing & Communications.

Individual Giving – 60%

Responsibilities include, but are not limited to the following:

- Manage a portfolio of 150+ annual giving donors, including their identification, qualification, engagement, and solicitation for annual gifts to HSA
- Complete a minimum of 100 donor meetings and make a minimum of 100 solicitations per year; this position solicits up to half a million dollars in fundraising annually
- Develop and execute solicitation strategies to secure unrestricted annual gifts
- Renew or upgrade donors to leadership giving levels
- Discuss and secure restricted or endowed gifts and planned gifts where appropriate
- Thank donors in a meaningful manner
- Identify donors with the capacity to make major gifts and partner with other members of the development team to solicit them accordingly
- Attend and actively participate in weekly team meetings
- Check accuracy of data/preparing spreadsheets
- Assist with all development events including the successful planning and execution of the Spring Gala, the School's largest fundraising event which raises significant annual support
- Coordinate and collaborate with marketing and communications
- Work with annual giving donors to effectively raise funds for the Spring Gala
- Other duties as assigned

Special Events – 40%

Responsibilities include, but are not limited to the following:

- Lead, plan, and execute all special events for HSA, including the Spring Gala, our largest fundraiser, and the Homecoming Celebration in the fall
- Create comprehensive special events budgets and closely monitor projections
- Conceive, schedule, plan, and oversee donor stewardship events throughout the year
- Overall management of invitation strategy and implementation for all major events
- Work with Marketing & Communications to develop invitations, create event programs, and prepare event program scripts, briefings, and participant remarks
- Manage all necessary relationships with external vendors, such as caterers, designers, producers, etc.

Minimum Qualifications

- Bachelor's degree required
- Master's preferred
- A minimum of 5-7 years of frontline fundraising and hands-on event planning, or related development experience is required
- Computer proficiency (Word, Excel) required
- Some evening events and travel required as needed
- Must have demonstrated success managing high-level donor relationships and events
- The capacity to clearly comprehend and communicate HSA's mission and ongoing initiatives is required
- Excellent organizational, time management, interpersonal and communication skills, with attention to detail
- Must have demonstrated ability to effectively partner with a diverse group of administrators and teaching artists
- Must be able to problem-solve and troubleshoot, in addition to the ability to work independently and collaboratively in a dynamic team environment
- Prior experience in a not for profit, or similarly complex organization preferred

To Apply

To be considered for an interview, please email your resume to employment@hsanyc.org and include the subject line: **Director of Individual Giving & Special Events**. Only those candidates whose qualifications most closely meet the position requirements will be contacted. No phone calls, please.

Location

Harlem School of the Arts is located at 645 Saint Nicholas Avenue in Harlem. The school is easily accessible via the A, C, B, and D subway lines.

About Harlem School of the Arts

Harlem School of the Arts enriches the lives of young people and their families through world-class training in and exposure to the arts across multiple disciplines (Art, Music, Dance, and Theater) in an environment that emphasizes rigorous training, stimulates creativity, builds self-confidence, and adds a dimension of beauty to their lives.