

MANAGER OF DEVELOPMENT WHITE PLAINS PERFORMING ARTS CENTER

Location: City Center in White Plains, NY

About the White Plains Performing Arts Center (WPPAC):

The WPPAC is a 410-seat state-of-the-art professional regional theatre located downtown White Plains. An integral part of the revitalization of downtown White Plains, the *White Plains Performing Arts Center (WPPAC)* was built to provide the community with access to a full array of performing arts programs and activities year-round. Through a combination of professional theatrical self-produced productions and presentations of nationally and internationally known performing artists and companies in the disciplines of dance, music, children's programs and other performances, the WPPAC provides the residents of White Plains, the surrounding communities and the tri-state area an intimate and comfortable setting to see a show. The WPPAC also provides a professional theatre for local arts organizations and groups to rent to present their performances or to host their meetings in an intimate setting.

White Plains Performing Arts Center is seeking a creative, energetic, and strategic Manager of Development who will lead the renewal and growth of contributed revenue during this important phase of the organization's development.

The Manager of Development will be an equal member of a small team and will work closely with the Pres. of the Board, trustees, and other part-time and seasonal team members to coordinate and execute fundraising activities.

Responsibilities:

This position will focus on all aspects of fundraising included but not limited to individuals, foundations (both corporate & family), government sources, sponsorships for Mainstage productions, a Concert Series as well as a direct mail campaign.

The candidate will develop a fundraising plan and calendar in consultation with the staff and trustees to meet the growing needs of the theatre.

Education Required: Bachelor's degree, CFRE preferred

Experience and or Skills Required:

- Experience in administration, marketing, or development for performing arts organizations is preferred.
- Two to three years of experience in non-profit fundraising.
- A passion and appreciation for the performing arts
- Proficient in Microsoft word and working knowledge of donor databases.
Note: The theatre uses OvationTix (data/box office system)
- Have full understanding and experience with the donor cycle from cultivation, solicitation, and stewardship.
- A hands-on person able to participate in every aspect of development

- A self-starter able to see projects to completion in a timely manner
- Ability to communicate clearly and professionally in oral and written forms and comfortable public speaking.
- Collaborative and collegial in work relationships

Note: This position offers flexible scheduling and a work from home option however, attendance at select performances is expected.

Salary & Benefits:

Salary range: \$55,000 - \$63,000, depending on experience

A full benefit package is available.

WPPAC is an equal opportunity employer, seeks to diversify its staff and strongly encourages people of color to apply. All applicants will be considered for employment without regard to race, religion, gender, gender identity or expression, sexual orientation, national origin, disability, or age.

WPPAC is a 501(c)(3) non-profit cultural organization. For more information, visit our web site: www.wppac.com