



THE CLASSICAL THEATRE OF HARLEM, Inc.



Position Guide

The Classical Theatre of Harlem invites your interest and recommendations for the full-time position of:

DIRECTOR OF DEVELOPMENT

**POSITION GUIDE:
Director of Development**

ABOUT THE CLASSICAL THEATRE OF HARLEM

The Classical Theatre of Harlem (CTH) is a professional theatre company, and the only year-round theatre in Harlem on an Equity contract. From a fledgling workshop in 1999 at Harlem School of the Arts, to being named ‘One of 8 theatres to watch in America’ by The Drama League, CTH is unmatched in production achievement. Recognized for theatre excellence, CTH has received 18 AUDELCO Awards, 5 OBIE Awards, 2 Lucille Lortel Awards, and 1 Drama Desk Award in its short history.

It has presented nearly forty productions that have included works by Anton Chekhov, Samuel Beckett, Euripides, Jean Genet, Langston Hughes, Adrienne Kennedy, William Shakespeare, Derek Walcott and August Wilson among many others. CTH combines non-traditional casting, original adaptations, music and dance in ways that render works from the classical canon as fresh, innovative, and essentially a new experience of world classics. It is CTH’s vision to create the next great American theatre company whose value to its community is inherent and essential, a company that is engaged in producing theatre that has the capacity to change lives and truly reflects the diversity of ideas and racial tapestry that is America.

In the summer of 2017, CTH presented its fifth annual “Uptown Shakespeare” series in Marcus Garvey Park, performing to collective crowds of ~15,000 people. In December 2017, CTH plans to remount “The First Noel” – its original annual uptown holiday musical and joint collaboration with the Apollo Theatre and Penn State. In the Spring of 2018, CTH will partner with the National Black Theatre in Harlem to present “Sancho”, a look into the life of Charles “Sancho” Ignatius, the first British-African to cast a vote.

In addition to its general programming, CTH maintains three key educational and skills development programs. “Playwright’s Playground” is a cold reading series designed to promote the work of emerging playwrights whose works are persistently underrepresented on American stages. The “Future Classics” Program aims to facilitate the development of plays of future significance by providing playwrights with the opportunity to share their work with a responsive audience and gather feedback that is critical to the development process. Finally “Project Classics”, CTH’s arts education program, provides free theater training for young people (ages 8-18) in partnership with the Dream Center NYC.

In 2019/2020, CTH will assume its new residence in The Victoria, an exciting and ambitious \$100M mixed-use facility of over 300,000 square-feet that consists of 190 hotel rooms, ballroom and meeting space, and a 25,000 square foot cultural arts center to be occupied by the Classical Theatre of Harlem, Apollo Theatre Foundation, JazzMobile and the Harlem Arts Alliance.

MISSION

1. To maintain a professional theatre company dedicated to presenting the “classics” in Harlem;
2. To create employment and educational outreach opportunities in the theatre arts community;
3. To create and nurture a new, young, and culturally diverse audience for the “classics”;
4. To heighten the awareness of theatre and of great art in Harlem.

THE POSITION

The Classical Theatre of Harlem's (CTH's) next **Director of Development** will join an energized institution with a growing base of individual and institutional funders and compelling mission and exciting artistic plans for the future. S/he will join a senior management team led by Producing Artistic Director Ty Jones, and a strong and dedicated Board. S/he will spearhead annual fundraising efforts with foundations, corporations and individual donors.

The successful candidate will be an entrepreneurial and energetic development professional with a passion for the mission of CTH. S/he will have the ability to develop comprehensive individual and institutional strategies that build the institution's capacities, and a track record of competing successfully for philanthropic support in a crowded cultural marketplace. The candidate will have major gifts and special events experience and the willingness to work closely with the Board and senior staff to maximize fundraising from institutional sources; including foundations, corporate sponsors, and government agencies on the federal, state, and local levels. S/he will be able to successfully steward and strengthen relationships with current and prospective funders.

The successful candidate will have superb interpersonal skills and be an excellent communicator in verbal, written, and presentation forms. S/he will manage a team that includes one junior staff member as well as a volunteer cohort that assists with various production and event needs. S/he will serve a passionate and committed 11-member Board of Directors, led by Chairman Peggy King Jorde. S/he will be mature, polished, and diplomatic—able to appropriately support the development priorities of the Board. At the same time, the candidate will be a self-motivated advocate for CTH, and a resourceful fundraising strategist. S/he will build positive relationships with individuals and organizations throughout the community to heighten awareness of the CTH and to expand the base of contributions at all levels.

ROLES & RESPONSIBILITIES

- 1. STRATEGY DEVELOPMENT:** In consultation with the senior leadership team, and the Board, develop and execute comprehensive development strategies, with measurable goals and objectives that meet CTH's annual operating requirements and lay continuing groundwork for increasing contributed revenue in subsequent seasons/development cycles.
- 2. BOARD RELATIONS:** Work with senior leadership to motivate and strengthen the Board in its role in development; expand, manage and coordinate the trustees' and other volunteers' involvement in fundraising activities. Participate in Board strategic planning, and assume an active role in serving and supporting the Board.
- 3. MAJOR GIFTS:** Spearhead and significantly increase organizational focus on major gifts fundraising linked to CTH's artistic programs, and strategic plan. Devise and implement aggressive and creative new strategies to acquire, renew, and upgrade major donors; devise new artistic and program-based fundraising initiatives to attract and retain major donors and increase their loyalty. Oversee prospect research efforts and manage a portfolio of major donors. Assign portfolios to Board members and senior organizational representatives; coach, train, and motivate them to successfully solicit major gifts.
- 4. INDIVIDUAL GIVING:** Manage the annual fund program; develop new programs in partnership with senior management that will increase contributions to meet or exceed current and future fiscal needs.

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Fall 2017

5. **INSTITUTIONAL FUNDRAISING:** Manage and build on the organization's diverse relationships with government, foundations, and corporations to secure success in institutional fundraising. Research and prepare all foundation, corporate, and government grant proposals, and oversee grant stewardship, administration, and reporting.
6. **SPONSORSHIP:** Build on a select set of relationships with corporate donors to create a sponsorship program. Develop packages and benefits for corporate sponsors. Identify, solicit, and steward corporate sponsorship prospects.
7. **SPECIAL EVENTS:** Work closely with the staff, trustees, and other volunteers to maximize the effectiveness of any CTH special events. Devise and produce special events and programs to expand the number of private contributions and CTH's presence in the Harlem community.
8. **FINANCIAL MANAGEMENT:** Prepare and provide necessary interim and annual financial reports and fundraising projections to both funders and the Board.
9. **MARKETING LIAISON:** Partner with marketing to build resources for the organization. Coordinate necessary website updates with the web developer.
10. **RECORDS MANAGEMENT:** Manage and maintain the highest level of accuracy of funder data in Excel spreadsheet, or similar. Research potential fundraising databases for future use.

POSITION REQUIREMENTS

- A Bachelor's degree or higher from an accredited university or college
- Substantial development and management experience
- Demonstrated experience engaging and partnering with key institutional funders
- Demonstrated experience developing or playing an active role in a major gifts campaign.
- Creative thinker with the ability to craft unique and compelling narratives
- A passion for the cultural arts and CTH's mission, programs, and future plans
- Enthusiastic and energetic self-starter capable of working independently, or as part of a team
- Excellent manager of people and workstreams
- Exquisite attention to detail in both planning and execution
- Strong planning, strategy, financial, budgeting, analytical, and communication skills
- The ability to work evenings/weekends to attend all CTH performances and cultivation events

COMPENSATION

Compensation, including benefits, is competitive and commensurate with qualifications and experience

HOW TO APPLY

To apply, please submit the following materials in MS Word or PDF electronic form to jobs@cthnyc.org with “Director of Development” in the subject line:

- **Cover letter**
- **Resume with salary history**
- **Three (3) development writing samples**
- **Three (3) professional references, who will not be contacted without the approval of the candidate**

All inquiries and materials will be confidential. Applications will be acknowledged. Please do not mail hard copies.

FOR FURTHER INFORMATION

www.cthnyc.org

The Classical Theatre of Harlem is a registered 501(c)(3) not for profit organization and an equal opportunity employer. The Classical Theatre of Harlem provides equal opportunity for all employees and applicants for employment without regard to race, color, creed, religion, gender, sexual orientation, national origin, age, marital status, mental or physical disability, pregnancy, military or veteran status, or any other basis prohibited by state or federal law. This policy also prohibits employees from harassing any other employees for any reason including, but not limited to, race, religion, sex, national origin, age, or disabled status.