



## **Rosie's Theater Kids Development Manager Position Description**

### **About Rosie's Theater Kids**

Rosie's Theater Kids is an arts education organization founded in 2003 by Rosie O'Donnell and Lori Klinger that serves students who otherwise would not have the opportunity to experience theater, positively changing the trajectory of their lives by providing them with comprehensive classes in music, dance, and drama as well as structured academic guidance and thoughtful mentoring. Through its in-school, after-school, and summer programs, RTKids reaches over 1,000 New York City public school students each year and has taught musical theater and important life skills to over 25,000 students since its founding.

As the organization enters its third decade, it seeks an enthusiastic full-time Development Manager to support the work of the Development Department as well as other members of the RTKids team at its five-story home, the Maravel Arts Center, in the heart of New York's Theater District. This role is a full-time (40 hours per week) in-person position working Monday-Friday from 10:00am – 6:00pm ET.

### **Responsibilities**

Reporting to the organization's Director of External Relations, the Development Manager supports the organization by carrying out important fundraising and administrative tasks and functions to help ensure the smooth operation of the department. This position offers deep learning about the inner workings of a busy nonprofit, an opportunity for growth and advancement, and the unique experience of interfacing with stakeholders from across the organization, including Board Members, donors, organizational leadership, staff, teachers, and students and their families.

#### *Institutional Funding Relations & Grant Writing (60%)*

- Manage a portfolio of 8-10 foundation, government, and corporate grants annually, serving as a liaison for each institution's engagement with the organization.
- Research and solicit funds from new institutional prospects to support RTKids' operations, programs, and events.
- Write LOIs, proposals, and reports, and with the help of colleagues, create supplemental materials and budgets for each grant application.
- Assist in the stewardship and cultivation of all institutional funders and prospects.
- Maintain an up-to-date grants calendar.

#### *Development Administration (20%)*

- Support the engagement and stewardship of all individual donors by assisting with donor meetings, building tours, and other activities as they arise.
- Draft donor acknowledgement letters and other correspondence for the Director of External Relations and the Founding Artistic & Executive Director.

- Create, update, and maintain press and other external materials.
- Assist with website maintenance and social media posts.
- Ensure accurate and appropriate donor recognition.

#### *Data Management (10%)*

- Maintain the organization's donor database in Salesforce by ensuring accurate gift entry and tracking all donor and prospect activities.
- Create and organize reports and mailing lists as needed.
- Research and implement best database practices to ensure overall departmental innovation and efficiency.

#### *Board & Events Support (10%)*

- Assist in ongoing Board relations, including the management of quarterly Board and Committee Meetings; take meeting minutes for distribution.
- Assist in planning and executing special events throughout the year, including the RTKids' annual *Passing It On* Gala in April, a fall fundraiser, and celebrations in the summer and at the holidays.

### **Qualifications**

#### *Skills & Abilities*

- Strong written, verbal, analytical, and organizational skills.
- Resourceful with excellent expository writing, copy editing, and research skills.
- Proven success in securing and reporting on institutional support for other nonprofits, including government funding at the city, state, and federal level.
- High level of familiarity with nonprofit financial management and organizational and programmatic budgeting.
- Deadline-driven with the ability to establish goals, clarify tasks, and plan work to accomplish desired results in a timely fashion with attention to detail.
- Excellent interpersonal skills, with the ability and desire to build, sustain, and deepen relationships.
- Flexibility and creative with a sense of humor and the ability to collaborate with colleagues and multi-task the demands of a busy department and organization.
- Fluidity with technology and all Microsoft and Google applications.
- Experience with Salesforce or another fundraising database.

#### *Education, Experience & Knowledge*

- A bachelor's degree is required.
- 5-8 years of work experience in nonprofit fundraising.
- A deep respect for young people.
- Desire to contribute to and participate in the important mission of Rosie's Theater Kids, to learn and grow, both as an individual and as part of an organization, and to apply diversity, equity, inclusion, and anti-racism principles to all work and interactions.

## **Application Instructions**

Please email a cover letter and resume addressed to Lauren Wessler Gogus, Director of External Relations, at [lauren@rosiestheaterkids.org](mailto:lauren@rosiestheaterkids.org). Interested candidates should highlight any personal and professional connections to the student population served by RTKids.

Rosie's Theater Kids' headquarters is in Hell's Kitchen and currently employs a full-time five-day in-person approach to working on site. All RTKids employees are required to be fully vaccinated against Covid-19.

Successful employment is dependent upon a thorough background check.

## **Compensation**

The salary range for this position is \$70,000 to \$75,000 depending on experience.

RTKids' compensation package includes a medical plan for staff, dental and vision coverage, life insurance, a 403(b) plan with an employer contribution after one year of service, and generous paid time off-off.

*RTKids is actively seeks to recruit and retain a diverse staff and encourages applications from people of color, persons with disabilities, persons of diverse sexual orientations, gender identities or gender expressions and persons of diverse socioeconomic backgrounds. For more information on the organization, visit [www.rosiestheaterkids.org](http://www.rosiestheaterkids.org).*