



**New Dramatists seeks a Development Director** who is excited to be a frontline fundraiser for an organization that supports artist-centered residencies and new work development. The successful candidate will have the creativity, drive, flexibility, and hustle required to both set assertive fundraising goals, and successfully reach them.

Reporting to the Executive Director, the Development Director's responsibilities include: setting annual fundraising strategies and goals; managing a personal portfolio of major donors and prospects; serving as a primary liaison for board members; supervising/writing proposals, solicitations, and other fundraising communications for institutional giving; expanding our major donor pool; engaging in stewardship and relationship-building with donors and prospects; planning, managing and supporting various meetings, special events, fundraisers and "friend-raisers;" and managing development staff.

The successful candidate will be comfortable setting their own (and their team's) work schedules and deadlines, and operating with a significant amount of autonomy. Empathy, discernment, and solid judgment are essential, along with positivity, a can-do attitude, and a robust sense of humor. As part of the full-time ND staff, the Director will also willingly engage in routine administrative tasks managed by the full team, and will support important organizational artistic and community events (presently offered at Houghton Hall Arts Community on East 30<sup>th</sup> Street). This position supervises a full-time Development Associate and other occasional part-time staff as deemed necessary.

This exempt, full-time position has a **salary range of \$70,000 – 75,000/annually**, commensurate with experience.

**New Dramatists offers a significant suite of benefits to full-time employees**, including **employer-paid health insurance**, an **employer-funded FSA** account and other supplemental employee insurance, and **generous banks of pro-rated leave time** that include paid vacation (20 days), holidays/personal days (12 days), sick leave (12 days plus additional leave for COVID/other infectious disease leave), and other work/life balance breaks (i.e., the week off between Christmas and New Year's; staff days off over the summer months). Employees are expected to comply with New Dramatists' infectious disease and COVID work policies (available upon request and reviewed at orientation).

At present this position works a hybrid schedule, with weekly in-person work in New York City required, and remote work days as deemed appropriate/necessary. Some in-person/hybrid evening and weekend work is also required.

### **Knowledge, Skills, and Abilities:**

#### **Required:**

- Bachelor's degree or equivalent combined work experience.
- 3+ years of experience in non-profit development/fundraising, including experience soliciting and securing gifts from individuals.
- Strong writing skills and a history of grant writing success.
- Experience managing successful fundraisers and fundraising-related special events.
- Experience managing board meetings and other events with high-level participants.
- Proficiency with MS Office suite (Outlook, Word, Excel, PowerPoint, Teams), and proficiency with CRM databases.

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## Preferred:

- Experience with – and a passion for – the theatre and new artist/new work development.
- Experience soliciting major gifts (\$10,000+) from individual donors.
- Experience developing, building, and managing major donor affinity groups.
- Experience developing and setting fundraising program goals – and a proven record of reaching those goals.
- Experience as a supervisor and in particular, experience with managing development staff.
- Experience with Patron Manager/Salesforce, Adobe Acrobat, and ShareFile/Right Signature.

**Not sure you meet 100% of our qualifications? If you believe that you could excel in this role, we encourage you to apply.** We are dedicated to considering a broad array of candidates, including those with diverse workplace experiences and backgrounds. If this role and New Dramatists capture your attention, we encourage you to introduce yourself to us.

**New Dramatists is committed to equal opportunity and access across our organization, and we do not discriminate** based on age, disability, ethnicity, gender, national origin, race, religion, sex, sexual orientation, veteran status, or any other protected category as established by applicable law, including federal law, New York state law, and the New York City Human Rights Law (NYCHRL). In addition, New Dramatists considers all requests for reasonable accommodations in employment and work activities, in accordance with applicable law. *For more information about New Dramatists as a workplace, visit:* <https://newdramatists.org/our-mission-history-and-values>

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**TO APPLY** [Please click this link to upload PDFs of your resume and a cover letter addressed to Christie Brown, Executive Director.](#)

**For best consideration please submit your application by 6:00 pm ET, August 25, 2025.** Materials will be reviewed until the position is filled. **Anticipated start date:** October 2025.

**PLEASE NOTE:** ND policy precludes staff from applying to participate in the ND writer residency or fellowship/prize programs. If you have applied (or plan to apply) to New Dramatists as a resident writer, or for other writer awards/programs we administer, you may not apply for open staff positions.

## \*\*\*\*\* **ABOUT NEW DRAMATISTS**

New Dramatists is a Tony®-honored nationally recognized playwright center and new play laboratory. Our mission is *to provide playwrights with time, space, and resources in the company of gifted peers to create work, realize their artistic potential, and make lasting contributions to the theatre.* After 55 years in our flagship building on West 44<sup>th</sup> Street, New Dramatists is in the process of developing a new artistic home, which will be widely accessible for all who wish to participate in our resident company and artistic programs. For more information about our mission and programming, visit <https://newdramatists.org>.