



# DIRECTOR OF MAJOR GIFTS

ByalaSearch LLC is pleased to announce that our firm has been retained by Roundabout Theatre Company to identify candidates for the position of the Director of Major Gifts.

## ABOUT ROUNDABOUT THEATRE COMPANY

Roundabout, the nation's largest not-for-profit theatre company, proudly celebrates the power of theatre by spotlighting familiar and lesser-known classics, while cultivating the future of the theatrical canon on our five stages across the city. Roundabout strives to make our work relevant and accessible to all and actively contribute to building an American theatre that thrives on diversity. Off-stage, Roundabout builds transformational educational experiences for over 28,000 NYC public school students, educators, and community members each year.

## PRIMARY FUNCTION

Roundabout Theatre Company seeks a personable individual with excellent communication and managerial skills to join the Company's development team as Director of Major Gifts. The position reports to the Director of Development and is part of a team that is responsible for raising \$20 million annually.

## POSITION DESCRIPTION

Specific Responsibilities of the Director of Major Gifts:

- Personally manage a portfolio of major donors and prospects with a focus on leadership gifts (six/seven figure) and planned gifts;



- Oversee the Artistic Director's Circle membership program (\$15,000+) and program specific giving funds, ensuring revenue goal of \$3 million annually are met and implementing new strategies to enhance the program;
- Support and facilitate major donor fundraising efforts for Board members and executive leadership;
- Play an integral role in creating plans for the stewardship and solicitation of donors for future multi-year campaign;
- Supervise and mentor Major Gifts Manager, who is responsible for a portfolio of donors and prospects capable of giving \$3,000+ and managing a major donor pipeline;
- Directly manage Individual Giving Assistant who is responsible for major gift and general individual giving support;
- Collaborate with the Special Events team to ensure major donor events are seamless and offer new ideas for maximizing donor giving through these events;
- Manage communication plans with individual production underwriters and major donors supporting programmatic activity;
- Attend evening and weekend events (generally scheduled in advance).

**Ideal Skills and Experience:**

- 7+ years of fundraising experience, preferably within the arts, knowledge of the NYC funder market a plus
- Demonstrated success building strong donor relationships and face-to-face solicitation of significant multi-year commitments
- Experience managing and motivating a team of frontline fundraisers and administrative staff
- Capacity to thrive in a fast-paced, campaign-style environment
- Familiarity and comfort with CRM systems, experience with Tessitura a plus
- Excellent written and verbal communication skills
- Ability to multi-task and problem solve within a large organization



### **Critical Competencies for Success**

- History of creating a strategy and culture around major gifts and major gift fundraising.
- Track record of soliciting major gifts and principal gifts and moving donors along the giving continuum.
- Ability to work collaboratively across a fundraising department to build processes to steward donors from annual to major and principal giving.

### **Other Characteristics**

The successful candidate will be passionate about the Roundabout's mission and value how Development contributes to that mission. The placement will be a seasoned professional capable of proactively developing strategies for long term implementation and working in a fast-paced environment, maintaining flexibility and a sense of urgency. The ideal candidate will be confident, creative and entrepreneurial with the ability to articulate such strategies to senior management as well as manage a collaborative team, enabling staff to perform at the highest level to achieve the best possible outcomes. The placement will be solutions-oriented and can successfully balance both staff and senior management needs and expectations. The placement will be sensitive in presentation style and have the instincts to build and sustain internal and external relationships crucial to the Roundabout Theatre Company.

The salary range for this role is \$120,000 – 140,000 annually. Competitive benefits package offered.



## KINDLY SEND NOMINATIONS OR EXPRESSIONS OF INTEREST TO:

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*Read more about Roundabout's work, culture, and commitment to the future at*

*<https://www.roundabouttheatre.org/about/>*

*Roundabout has created a five-year strategic plan to evaluate and evolve how we address EDI/AR in our work, workplaces, and our community. Conceived by a team of 29 staff members in collaboration with the Board EDI Committee following a company-wide assessment in October 2019, the plan was launched in September 2021. Learn more here: [www.edi.roundabouttheatre.org](http://www.edi.roundabouttheatre.org).*

*To this end, Roundabout Theatre Company is an Equal Opportunity Employer that strives to represent individuals from all walks of life in its workforce. We want our employment community to be a representation of the diverse world we live in. As such, we strongly encourage people from underrepresented groups to apply, and we ensure that every candidate who applies for a position at Roundabout Theatre Company is treated equally and fairly without regard to race, color, religion, gender, gender identity or expression, sexual orientation, national origin, age, veteran status, disability status and any other factor prohibited by law. We believe diversity in our teammates is paramount to our success as a not-for-profit theatre serving all communities in New York.*

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