

## JOB DESCRIPTION



<b>Job Title:</b>	Director of Development		
<b>Location:</b>	Purchase, NY	<b>Travel Required:</b>	No
<b>Level/Salary Range:</b>	\$90,000 commensurate with experience	<b>Position Type:</b>	Full-Time; flexible hours, hybrid workplace
<b>Mission:</b>	RTA helps people in prison develop critical life skills through the arts, modeling an approach to the justice system based on human dignity rather than punishment. Learn more: <a href="http://rta-arts.org">rta-arts.org</a>		

### Organizational Overview:

Rehabilitation Through the Arts (RTA) is a world leader in arts-in-corrections, operating for almost three decades in maximum and medium security, men's and women's prisons with a unique, immersive and highly successful model. RTA's mission is to help people in prison develop life skills through the arts, modeling an approach to the justice system based on human dignity, rather than punishment.

RTA is at an exciting moment of organizational growth. We are expanding the footprint of our arts workshops, rolling out our unique reentry program within NY State, and venturing to other states. Additionally, an independent feature film based on RTA's theater program is being released this spring and we anticipate it will bring additional awareness to our mission and increase interest in our work.

RTA operates with a budget of approximately \$1.4 million and 8 full-time and 2 part-time staff members. Our programs are led by professional teaching artists and approximately 25 are active at any one time.

### Position Description:

The Director of Development will be responsible for growing RTA's fundraising revenue by planning and implementing a comprehensive program that expands the organization's base of individual supporters and major donors, as well as government, foundation and corporate funders. The successful candidate will work closely with the Executive Director and the Board of Directors to develop fundraising goals and strategies.

The Director of Development will report to the Executive Director. Reporting to the Director of Development will be the Director of Institutional Giving and a shared Development Associate.

### Key Responsibilities:

- Develop and implement a comprehensive fundraising plan to meet RTA's annual and longer-term revenue goals.
- Secure financial support from individuals, government entities, foundations and corporations.

- Develop and maintain ongoing relationships with major donors.
- Create and implement a strategy for a large, sustained base of engaged, annual individual donors.
- Plan and execute special events that engage donors and raise funds for the organization.
- Oversee the Director of Institutional Giving to pursue new funding opportunities and deepen relationships with current institutional funders, including elected officials.
- Monitor and analyze fundraising data to evaluate performance and adjust strategies, as needed.
- Collaborate with Director of Marketing and Communications to develop and execute effective donor communications and marketing materials.
- Work closely with the Board of Directors and Executive Director to develop fundraising strategies and goals.
- Prepare/accompany Executive Director for key solicitation meetings.
- Manage annual dues and other communication with Board of Directors, as needed.

#### **POSITION REQUIREMENTS:**

- At least 5-7 years development experience or equivalent training.
- BA degree or equivalent in work experience (MA a plus).
- Proven experience growing philanthropic support for a non-profit organization. This includes solicitation of major gifts and cultivating relationships with foundations and government officials.
- Experienced in managing, motivating and growing a team.
- Detail-oriented, creative self-starter skilled in planning and experienced in developing and presenting project-based budgets.
- Excellent communication skills – both written and oral – with demonstrated interpersonal and leadership skills.
- Commitment to diversity, equity, and inclusion practices.
- Proficiency with Microsoft Office (Excel, Word, and PowerPoint), Google Workspace, and common donor database (e.g., DonorPerfect, Salesforce).
- A driver's license and access to a car.
- Ability to work flexible hours.
- Interest in prison reform and the arts.

#### **Compensation and Benefits:**

The initial salary for this position is \$90,000, commensurate with experience. RTA's benefits include a yearly performance-based bonus, \$4,800 yearly supplemental medical coverage, and generous vacation and time off which includes a week for Christmas through New Year.

RTA is located in Purchase, NY and operates in a hybrid model.

#### **Work Environment:**

RTA is a fast-paced organization led by a collaborative staff who values teamwork through staff-developed, mutually agreed upon core values. As an organization that works extensively with incarcerated and formerly incarcerated people, we stand in solidarity with all those oppressed by institutional inequality and embrace diversity. We are committed to building a team that represents a variety of backgrounds, perspectives, and skills, including those impacted by the justice system.

	<p>RTA supports a healthy work-life balance and recognizes that there are tangible benefits from supporting flexible working practices. Staff work a standard work week but are occasionally required to work some evenings and/or weekends for special events.</p>
<p><b>Equal Opportunity Employer:</b></p>	<p><i>RTA is committed to creating a diverse work environment and is proud to be an equal opportunity employer. RTA does not discriminate based on race, color, national origin, sex, gender identity, religion, sexual orientation, age, disability, parental status, veteran status, or any other protected status under applicable laws.</i></p> <p>Don't check off every box in the requirements listed above? Studies have shown that marginalized communities - such as women, LGBTQ+ and people of color - are less likely to apply to jobs unless they meet every single qualification. If this looks like the right job for you, please apply anyway! <i>Note: RTA requires that all employees be fully vaccinated (excluding any applicable reasonable accommodation, medical or religious exemption).</i></p>
<p><b>TO APPLY, PLEASE SEND RESUME AND A COVER LETTER TO:</b> <a href="mailto:employment@rta-arts.org">employment@rta-arts.org</a></p> <p><b>Please put in the subject line:</b> Director of Development Position</p>	