



New Art Center Director of Development

Organization

New Art Center (New Art) is a vital arts hub in Newton, Massachusetts, a few miles from Boston, offering everyone, at all levels of ability, exceptional opportunities to make, exhibit, view, think about, and talk about art. Since its founding almost 50 years ago, New Art has provided hands-on visual art classes, workshops, exhibitions, and community engagement projects focused on integrating the experience of art into everyday life. Today, New Art is a highly visible, bold, anti-racist, and inclusive leader in the arts that serves about 1,800 students annually with over 400 classes and programs and more than 3,200 in total enrollments, both in its home center and beyond its walls. New Art believes that the practice of looking at, thinking about, and making art helps human beings solve problems, learn from their environment, build durable communities, and live meaningful lives.

New Art's curriculum is led by top regional arts educators and instructors, providing programs for children, teens, and adults in the visual arts. Students range from beginners to advanced artists and can take a wide variety of courses in drawing, painting, sculpture, ceramics, and mixed media. Scholarships and tuition subsidies are available so that everyone can participate, regardless of income level.

New Art's long standing exhibition program showcases the artwork of students, faculty, and local artists. The BIPOC curatorial program highlights the artwork of local Black, Indigenous, and People of Color. New Art's Corridor at 245 Walnut Street hosts exhibitions year-round and is open to visitors 24/7, with additional exhibitions featured at local businesses and satellite galleries. New Art also has a robust and inclusive Community Outreach program, providing free art experiences to ensure that art is accessible to everyone.

As New Art prepares to celebrate its 50th Anniversary in 2027, the Board of Governors is committed to the following specific goals:

- Providing people of all educational abilities and skill levels with opportunities to engage in creative practices and to learn about art.
- Building a creative community where people in our region connect to each other in artistic creative activities and where everyone feels safe, welcome and a sense of connection.
- Prioritizing diversity, equity, and inclusion so that children, families, art teachers, and all community members feel included and represented in New Art programming.
- Creating an environment that supports positive mental health and wellness, and whenever possible, brings joy and happiness to participants.

New Art Executive Director Emily O'Neil leads a staff of 13 and more than 50 art instructors. New Art is governed by an 18-member Board, led by President Robin Hicks. For the fiscal year ending June 30, 2023, New Art's total reported revenue was \$2 million, with \$822,095 from contributions and grants and \$1.2 million from program revenue. Total reported expenses were \$2 million.

Sources : NewArtCenter.org; [Cause IQ](http://CauseIQ.com); Propublica.org

Community

The City of Newton was founded on the lands of the Massachusetts indigenous people and was incorporated in 1691. It is a desirable community to live and work in, located a few miles west of downtown Boston. Livability.com ranks Newton as one of the best places to live in the state, citing a unique blend of New England charm with a high quality of life and top-notch schools. Unlike many communities that are established around a single Main Street or downtown, Newton is comprised of thirteen distinctive villages – Auburndale; Chestnut Hill; Newton Centre; Newton Corner; Newton Highlands; Newton Lower Falls; Newton Upper Falls; Newtonville; Oak Hill; Thompsonville; Waban; and West Newton – and prides itself on being known as “The Garden City” with open space comprising 19.6% of the City's total land area. The population is approximately 90,000, and 62% of adults are aged 18 to 64.

Newton has an excellent public school system; safe and attractive neighborhoods; an active community life and multiple transportation systems. The Newton Public Schools (NPS) are consistently ranked among the best in the

state. Great schools are a critical city service and serve as the cornerstone of Newton's success. Newton is home to a variety of private secondary and post-secondary schools including Boston College, Lasell University, William James College, and the UMass Amherst – Mount Ida Campus. Their combined student enrollment is approximately 17,000 students. Over 70% of Newton's residents hold a bachelor's degree or higher.

Home to the outstanding Newton Free Library, often the busiest single library in the state, Newton also supports a vibrant arts economy and the annual Linda Plaut Festival of the Arts each May. Newton Community Pride is a non-profit organization that works year-round to build community through free and accessible arts and culture programming, public art, beautification, and service projects. Through Newton Parks and Recreation Department, Senior Services, Newton Public Schools, and Community Education Program, Newton offers camps, sports clinics, after school programs, swim facilities, senior trips and activities, and one of the largest therapeutic recreation programs in the state.

Sources: newtonma.gov; livability.com/ma/newton/

Position Summary

The Director of Development (DoD) will design, shape, and lead all fundraising initiatives to advance New Art's annual and strategic goals. Reporting to New Art's Executive Director and working closely with the volunteer Board of Governors, the Marketing department, outside consultants, and other New Art staff members, the DoD will be integral member of the senior management team. The DoD will play an active role in developing and communicating New Art's mission and vision to cultivate new and existing donors and supporters. The DoD will also oversee fundraising for capital projects, individuals, and institutions in Newton and the Greater Boston region, and will grow New Art's culture of philanthropy by expanding and implementing overall fundraising efforts. The DoD will work closely with the Board Development and Gala Committees and will help shape the board nominating and board development effort. The DoD will supervise a Development and Marketing Coordinator and oversee the day-to-day activities of the development department.

Roles and Responsibilities

Strategic Fundraising and Stewardship

- Develop New Art's annual fundraising plan and lead all areas including major gifts, annual appeals, membership, institutional giving, and events, including the annual gala.
- Maintain a personal portfolio of donors and successfully cultivate and solicit major gifts from a diverse group of individuals, corporations, and foundations, ensuring appropriate stewardship of donors at all levels.
- Develop and maintain gift stewardship policies and procedures, including appropriate gift acknowledgment policies and donor recognition.
- Oversee fundraising strategies for capital projects, collaborating with outside consultants as needed.
- Advance planned giving initiatives and recognition programs to highlight individuals' legacies in the community.
- Monitor, evaluate, and communicate fundraising activities, ensure goals are met, and prepare progress reports.
- Oversee institutional giving, write grant proposals and reports, and research new grant opportunities.
- Organize small and large fundraising events that cultivate relationships and grow support.
- Create gift proposals, reports, appeals, solicitation letters, and develop supporting materials in collaboration with the Executive Director, team, and Board.
- Embrace other strategic fundraising and stewardship duties as required.

Team Leadership and Planning

- Construct development strategies in consultation with the Executive Director, senior leadership, and team and create an ambitious and comprehensive development plan and calendar with clearly defined goals, objectives, timelines, and assigned responsibilities.
- Create a supportive, collaborative, productive, and healthy work environment based on respect, teamwork, and the equity, diversity, and inclusion values of New Art.
- Work with the Executive Director, Marketing department, and outside consultants to create a communication plan to promote New Art and enhance engagement with fundraising activities.
- Collaborate with the finance office to ensure tracking and documentation of gifts meet organizational and external reporting needs in an efficient and timely manner.

- Contribute to the design and execution of collateral, including case statements, to articulate New Art's value to the communities it currently serves, and those it seeks to serve.
- Embrace other team leadership and planning duties as required.

Board and Community Engagement

- Be a passionate, visible, and informed advocate, seeking opportunities to engage with the broader community and to participate in events that position New Art for improved fundraising and visibility.
- Serve as the key liaison to the Board's Development Committee and work with them to explore new contributed revenue sources, create and monitor fundraising revenue and expense budgets, and provide accurate reporting and analysis for contributed revenue.
- Mobilize the Board, Executive Director, and other community leaders to drive fundraising activity and personal engagement with top prospects and donors.
- Develop authentic relationships with local and regional businesses to expand in-kind donations, sponsorship, and networking opportunities.
- Forge robust ties with community programs like Newton Coalition for Black Residents, Indigenous People's Day celebrations, Newton Community Pride, and Charles River Chamber of Commerce, among others.
- Commit to the ongoing discovery of new major gift prospects throughout the community and serve as the New Art's primary knowledge source for funding opportunities and philanthropic outlets.
- Partner with the Executive Director to identify and recruit new board members, educate board members about their role in development, cultivate and solicit them for financial support, and leverage their respective networks to expand the donor base and support for New Art.
- Embrace other board and community engagement duties as required.

Traits and Characteristics

The Director of Development will be a leader and confident development professional with a proven track record and possess financial and operational acumen, as well as marketing and analytical skills. A people person who enjoys working in the community and championing mission driven causes, the DoD will shape and deliver fundraising support for the organization. This individual will be a thoughtful partner to the Executive Director and a self-starter, motivated to build support for the organization. The DoD will inspire and mentor team members and instill a cooperative and collaborative work environment.

Other key competencies of this role include:

- **Goal Orientation and Self-Starting** – Acts instinctively to achieve objectives without supervision and possesses a strong work ethic and belief in getting results.
- **Customer Focus and Interpersonal Skills** – Strives to anticipate, identify, and understand customers' wants, needs, and concerns, demonstrating a sincere interest in others.
- **Resiliency and Teamwork** – Demonstrates the ability to overcome setbacks and cooperates with others to meet objectives.
- **Time and Priority Management** – The aptitude to ascertain competing priorities, resolve difficulties, overcome obstacles, and maximize the use of time and resources to attain the desired outcomes.

Qualifications

There are innumerable ways to learn, grow, and excel professionally. New Art respects this and takes a broad look at the experience of each applicant and the unique strengths they bring to the work. Experience with a nonprofit organization, cultural or educational institution, or equivalent is preferred. Knowledge of fundraising, including major gifts, annual giving, membership, corporate and foundation giving, planned giving, capital campaigns, and research is important for this position. Excellent written and verbal communication skills are necessary, as are strong computer skills and knowledge of donor research and customer relationship management systems. Passion for New Art's programs, goals, and mission, as well as a deep interest in cultivating the donor community in the region, is key.

Compensation and Benefits

New Art offers competitive compensation, anticipated in the range of \$100,000 to \$115,000. New Art also supports staff through an annual healthcare stipend, short term disability insurance, long term disability insurance, and generous paid time off, including anticipated office closure between Christmas and New Year's. Employees and their dependents have opportunities to enroll in New Art classes at no or reduced cost across the year.

Applications and Inquiries

To submit a cover letter and resume with a summary of demonstrable accomplishments (electronic submissions preferred), please click [here](#) or visit artsconsulting.com/opensearches. For questions or general inquiries about this job opportunity, please contact:

Todd Ahrens, Vice President
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New Art Center is an equal opportunity employer.