

# THE SHED

## **JOB DESCRIPTION: Director of Foundation and Government Support**

### **About The Shed:**

Scheduled to open in early 2019 on the west side of Manhattan where the High Line meets Hudson Yards, The Shed will be the first multi-arts center designed to commission, produce, and present all types of performing arts, visual arts, and popular culture. From hip hop to classical music, visual art to literature, film to theater and dance, with collaborations across these disciplines and others, we will bring together leading artists from all art forms under one roof. The Shed will be driven by experimentation, innovation, and collaboration.

The Shed will be a place of significant cultural and societal impact, where the world's leading artists and creative minds can make art that helps forge tomorrow's world, and where audiences from all walks of life can experience this art together.

The Shed, a registered 501c3 nonprofit cultural organization, will rely on a mix of philanthropic contributions and earned revenue to empower our artists and partners to realize their ambitions. Before our building opens, we will produce and present a series of new works at other NYC sites. We are approximately 70% toward our capital goal, and are concurrently raising programmatic funds to support the long-term sustainability of the institution.

For more information, see: <http://www.theshed.org>

### **About the Opportunity**

The Director of Foundation and Government Support is primarily responsible for developing a strategic approach to Foundation and government funding at The Shed. This includes developing and overseeing grant proposals to foundations, government agencies, and other grant-making organizations, and persuasively communicating The Shed's mission and programs to potential funders. The Director of Foundation and Government Support will cultivate prospective funders, establish and maintain personal contact and relationships with funder contacts, conduct prospect research and maintain a calendar of submissions and other deadlines. This position will manage a grant writer and report to the Chief Development Officer.

### **Duties and Responsibilities**

- Lead organizational efforts to develop and diversify foundation and government grants.
- Develop solicitation strategies to secure new support for priority programs and operations.
- Conduct prospect research, collaborate with leadership to identify and seek new opportunities to grow The Shed's foundation pipeline and increase institutional capacity.
- Review, revise, and update the strategy for securing grants and cooperative agreements that support the programmatic goals.
- Build, manage and thoughtfully steward relationships with leaders of the Foundations and government agencies as well as the program officers and other key staff.
- Collaborate autonomously with program and finance staff to create compelling grant proposals, reports, presentations, and other communications for cultivation of institutional donors.

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- Manage the process of developing grant proposals, coordinating the efforts of the concerned departments and staff members.
- Ensure the continuous updating of the grants calendar to ensure all deadlines for proposals and reports are met.
- Manage the grant reporting process, ensuring timely reporting to donors.
- Serve as the lead author of proposals when appropriate.
- Supervise and manage a grant proposal writer to support overall fundraising efforts and strategies.
- Identify and supervise consultants to assist with proposal development as needed.
- Maintain effective, collegial, and transparent relations with colleagues across the organization.
- Maintain integrity, donor trust, and confidentiality at all times.

## **Qualifications and Requirements**

- Superior grant, report and letter writing skills
- Proven track record of securing 6 and 7-figure grants from Foundations and government sources, ideally in an arts organization
- Creative, flexible, detail-oriented, self-starter
- Strong interpersonal skills, including the ability to communicate professionally and effectively with volunteers, colleagues, and foundation and government staff of all levels
- Excellent organizational skills
- Strong sense of fundraising ethics and respect for confidentiality of donor information
- Proven ability to juggle multiple projects and deadlines in a fast-paced environment
- Strong database and Google docs experience; Tessitura a plus
- 8+ years of fundraising experience at a nonprofit cultural organization
- Passion for The Shed's mission and goals, and interest in performing and visual arts, design, and technology

## **Compensation**

Compensation will be commensurate with experience. Please provide salary requirements with your application.

## **Application Process**

Interested candidates should submit resume and cover letter in a single Word or PDF document saved as candidate's first and last name. All submissions should be emailed to [HR@THESHED.ORG](mailto:HR@THESHED.ORG) with "Director of Foundation and Government Support" in the subject line. Only resumes and cover letters submitted in this format will be reviewed. No phone calls, please.

The Shed is an Equal Opportunity Employer and committed to the goal of building a culturally diverse staff and strongly encourages applications from minority candidates.

Date: 8/29/2017