



**TOM O'CONNOR**  
CONSULTING GROUP

**Dramatists Guild Foundation**  
**Director of Development**

Position Profile

February 2024

## Director of Development

### Position Profile



## About The Opportunity

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The Dramatists Guild Foundation (DGF) seeks their next Director of Development who will join a talented and collaborative group of leaders dedicated to the DGF mission, to nurture dramatists by ensuring they have access to financial support, mentorship, and other practical resources.

The new Director of Development will usher in a new era of advancement at the Foundation, bolstering their efforts to raise essential funds to support the Foundation's growing list of programs and services for the American theater community and its playwrights, composers, lyricists, and librettists. They will have the opportunity to develop a larger institutional giving portfolio in line with DGF's programs, assemble a more robust individual giving program, and build strong relationships with DGF's community of major donors and Board members. The Director of Development will also play a large role in planning and executing an annual gala and other special events throughout the year as well as in completing the final steps of an endowment campaign.

As a key member of a strong circle of directors steering the organization, this leader will be forward-thinking, flexible, creative, and ready to work in an open and inclusive environment. Reporting to the Executive Director, the Director of Development will join the organizational efforts to achieve goals set in DGF's strategic plan and further DGF's anti-oppression work. They oversee a Development Manager and a contracted grant writer and collaborate closely with an outside Gala Producer. The Director of Development will also communicate directly with the Board of Directors at meetings and throughout the year.

## About The Dramatists Guild Foundation

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Dramatists Guild Foundation (DGF) is a national charity that fuels the future of American theater by supporting the writers who create it. DGF fosters playwrights, composers, lyricists, and librettists at all stages of their careers through mentorship programs; awards, grants and stipends; free space to create new works; and emergency aid to writers in need of immediate support. DGF distributed more than \$3.5 million in immediate financial relief to writers during the nation-wide theatrical shutdown and continues to uplift writers and their careers through \$1 million in annual support. Through continued conversations with writers about their needs in the ever-changing theatrical landscape, grants to support housing costs, mental wellness, transportation, natural disaster relief, and more have launched since 2020. By supporting and nurturing the creators of today, we protect the stories of tomorrow.

## **Dramatists Guild Foundation Anti-Oppression Statement and Cultural Impact Plan**

We—the DGF staff and board—have prided ourselves on nurturing theater writers at all career stages, regardless of race, gender, sexuality, ability/disability, or personal beliefs. We have operated on the principle that theater thrives in diversity—of voice, perspective, aesthetics, and experience. The cultural upheaval and conversations of the past several years, especially surrounding our nation’s foundational racism and violence towards Black, Indigenous, and People of Color—and how those systems of racism and violence have played out in our own profession—has shown us that ***we need to do more. We need to be more intentional, precise, and active about what we mean by equity, diversity, inclusion, and access. We need to make clear commitments and programs to meet those foundational principles.***

One step in this process involves questioning several assumptions embedded in our mission, including:

- Who are the writers we aim to serve?
- What do we mean by “American theater”?
- Are our programs and application processes truly accessible and equitable—across age, race, class, ability/disability, gender, sexuality, and geography?

We are committed to this ongoing work, aware that any statement of Anti-Racism and Anti-Oppression and Cultural Impact Plan is only the first step. **We are committed to reconciling the goals of our mission and the exclusionary practices of our past and to taking active steps to do so.** To read more about our plan in action, feel free to visit: [dgf.org/about/anti-oppression-statement/](http://dgf.org/about/anti-oppression-statement/)

## **About the Position**

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### **Essential Responsibilities**

#### **Fundraising**

- Provide strategic and creative leadership in raising approximately \$4.5-5M in annual contributed revenue through individual and planned giving, foundation and government support, corporate sponsorship, and special events
- Articulate clear, innovative fundraising plans, and manage the execution of those plans to grow fundraising and reach or exceed goals
- In collaboration with the Executive Director and the Director of Finance and Operations, set annual goals for each line of contributed income, based on organizational history, programmatic goals, and the current philanthropic landscape
- Create a strong and compelling case for support each year, aligned with organizational culture, integrated into various communication platforms, and utilized by staff and Board
- Build and bolster long-term relationships with foundation and corporate partners, government agencies, donors at various levels, and current and prospective Board members

- In collaboration with the Executive Director, partner on all major gift strategies and solicitations, including setting objectives around the completion of DGF's ongoing endowment campaign, which entails raising the final \$4M of a \$10M goal
- Direct the development and implementation of an individual giving program, which helps to identify new donors and cultivate deeper relationships with others, responds to current fundraising trends, and increases the public understanding of DGF
- Collaborate with the Director of Communications on telling DGF's story and creating strong collateral and related materials for fundraising activities
- Establish sustainable systems and practices for development operations, including ongoing fundraising communications, prospect research, and gift acknowledgments and processing
- Build a collaborative relationship with the Director of Finance and Operations to manage the department budget and communicate progress on revenue goals
- Communicate goals, organizational strategy, and clear deadlines with both the Development Manager and the contracted grant writer to ensure the development team is moving in a unified direction
- Oversee the planning and execution of all cultivation events aimed at strengthening DGF's circle of support and collaborate with the senior leadership team, the Board, and the outside Gala Producer to execute an annual Gala that raises close to \$1M for the organization

### **Board Development**

- Directly engage the Board and appropriate Board Committees on all fundraising and Board Development initiatives and build ongoing communications related to these efforts
- Prepare reports for the Executive Director and the Board in addition to attending and reporting at quarterly Board and Committee meetings throughout the year
- In collaboration with the Executive Director and Board leadership, identify and recruit potential Board members and solidify the onboarding processes for new members
- Manage the work of the Gala Committee of the Board and take steps with Board leadership and the Executive Director to re-establish a Development Committee of the Board

### **Organizational Leadership**

- Participate in DGF's ongoing efforts to achieve goals set in the strategic plan, particularly associated with fundraising
- Serve as a member of DGF senior leadership team, working collaboratively to direct the organization, articulate strategic plans, and foster a healthy work culture of transparency, learning, and belonging
- Grow relationships and familiarity with the writers and other beneficiaries of DGF's programs and services in order to gain insight on DGF's work and elevate the case for support
- Understand and uplift DGF's values of equity, diversity, and inclusion as well as anti-racism and anti-oppression practices in order to incorporate them into the development team's operations
- Represent DGF at New York City or national arts and theatrical community events, participating in field-wide conversations or advocacy efforts

## Qualifications

- 7+ years of experience in fund development, preferably in a cultural non-profit organization, with diversified experience in the following: individual giving, institutional giving, major gifts, annual fund/membership, planned giving, stewardship, and development operations
- A keen understanding of the lives of working artists, particularly writers, and a firm belief in the value artists bring to society
- Knowledge of the arts and culture philanthropic community in New York City and nationally and an awareness of the local and regional theater industry in order to increase fundraising strategies for the organization
- Confident relationship manager and the ability to relate to and interact with a variety of constituents, most notably staff, board, and artists
- Excellent oral and written communications skills, including experience crafting appeal messaging and grant materials
- Knowledge of major gift cultivations and experience building long-term relationships with high-level donors
- Strong organizational and time management skills; with an ability to set plans, work toward deadlines, and communicate with teammates throughout a project's completion
- Experience with donor management systems, particularly DonorPerfect, and an interest in other current and emerging technologies related to fundraising
- Awareness of current trends in the field as well as legal and tax-related requirements related to charitable giving
- Understanding of the organizational budgeting process in order to participate in organizational and departmental planning
- Experience planning and executing large-scale donor events (galas, etc.) and engaging a Board in the success of those events
- Openness to receiving feedback and willingness to offer it, reflecting an appreciation for learning with the DGF community
- Willingness and ability to attend meetings and events outside the regular workday, as needed
- Creative problem-solver, idea generator, and self-starter with the capacity to start a project, manage it, and see it through to completion
- Commitment to building a trusting, transparent, and healthy workplace atmosphere where all voices and perspectives are valued and respected
- Collaborative open spirit who is eager to make an impact

The above statements are intended to describe the general nature and level of work being performed by the individual(s) assigned to this position. They are not intended to be an exhaustive list of all duties, responsibilities, and skills required. Management reserves the right to modify, add, or remove duties and to assign other duties as necessary.

**Not sure you meet 100% of our qualifications?** Research shows that cis men apply for jobs when they fulfill an average of 60% of the criteria, while others tend only to apply if they meet every requirement. **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. So, whether you're returning to work after a gap in employment, simply looking to transition, or taking the next step in your career path, we will be glad to have you on our radar.

Please use your cover letter to tell us about what you hope to bring to this role.

## Compensation

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The salary for this position is \$110,000-130,000. Dramatists Guild Foundation provides comprehensive benefits, including providing access to insurance (health for the employee and their dependents, dental, vision, life, disability); offers generous paid time off; and contributes the equivalent of 3% of an employee's salary to the company 401(k) plan, after an initial waiting period. DGF believes in the continuing education of its team members and professional development opportunities may be available and paid for by the organization.

DGF maintains an office in midtown Manhattan and employees work a hybrid schedule of remote and in-person work. While employees are required to be in-person for some team events and meetings, there is no requirement to meet a certain number of days per week in the office.

DGF is committed to sustaining an equitable and safe environment of mutual respect and is proud to be an equal opportunity employer. Access, equity, and authenticity are core values at DGF and we are dedicated to providing employees with a work environment that celebrates varied backgrounds and is free of discrimination and harassment. We encourage candidates of all ages who identify as Black, Indigenous, People of Color, disabled, trans, non-binary, and queer to apply. All applications will receive consideration for employment.

## Application Instructions

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The Director of Development search is being conducted on behalf of Dramatists Guild Foundation by Tom O'Connor Consulting Group, a New York-based executive search and consulting firm specializing in the arts and culture industries. The search is being led by Search Consultant Brenna Thomas, in consultation with and support from the TOCG search team.

To apply, visit the [online application](#) and submit your materials. Your cover letter should include any training or experience relevant to the job profile that you would like to highlight, why you consider yourself a good fit for this opportunity, and anything else you'd like us to know about your qualifications that may not be present in your resume.

**The priority application deadline for this search is March 1, 2024.** Applications received by this date will receive priority consideration. While we will still accept and consider applications after this date, we encourage you to apply as early as possible for the best chance at being considered for the position. Please note that meeting the priority deadline does not guarantee an interview.