

# Development Director

*Full-Time, Exempt*

*Role based in New York City*

*Temporarily hybrid on-site and remote*

The Development Director is a new position responsible for designing and implementing a vision for Rhizome's overall approach to relationship building and institutional sustainability, both on an annual and long-term basis. This person will first audit existing giving and non-giving communities around Rhizome, and from there establish priorities, objectives, and strategy for an institutionally specific development program. Day-to-day work from there will comprise implementing that vision, identifying and profiling prospective supporters, developing and supervising fundraising events, and directly soliciting support.

This position will report to and work closely with the Executive Director. This role is funded, at outset, by a change capital grant from The Andrew W. Mellon Foundation. This seed funding will give the new Development Director runway to research and build an entirely new development program at Rhizome. It is a great opportunity to experiment with cultivation and stewardship models unique to Rhizome's mission and communities.

Additionally, Rhizome is a longtime affiliate of the New Museum in NYC. The Development Director will regularly liaise with relevant staff at the museum, and have opportunity to identify and feed into joint fundraising activities.

The ideal candidate will be a true relationship-builder who believes in Rhizome's work and mission, able to meet internal and external stakeholders on their own terms and direct their engagement towards mutually beneficial ends.

***\*\*Rhizome is an Equal Opportunity Employer and candidates from groups generally underrepresented in our field are especially encouraged to apply.\*\****

## Specific Responsibilities

### **Annual Fundraising**

Working closely with the Executive Director and other relevant staff, the Development Director will

- Strategize and execute development initiatives supporting both programs and operations, including but not limited to: Individual Gifts, Membership, Board Giving, and Special Events;
- Develop the pipeline for, cultivate and solicit support;
- Develop strategies to support donor prospecting and ongoing donor engagement; and

- Oversee Membership and Rhizome Council.

Working closely with the Executive Director and other relevant staff, including (where applicable) the Director of Development and Vice President, Strategic Partnerships at the New Museum, the Development Director will

- Assist in the management of institutional and government grants, and
- Assist in management of major corporate support.

### **Special Events**

- Develop and coordinate an annual benefit; and
- Develop and coordinate semi-regular cultivation programming.

### **Management & Administration**

- Maintain advancement policies and procedures, ensure data integrity of all donors, gifts, pledges, and files, and accurate acknowledgment of all gifts and grants; and
- With the Controller and ED, develop a fundraising budget, then manage this budget to ensure fundraising goals are met.

### **Qualifications**

#### **The ideal candidate should meet the following criteria:**

- A genuine passion for Rhizome's mission and the ability to hold meaningful conversations and foster relationships with prospective donors, curators and others;
- A track record of maintaining and growing relationships with individual supporters in a professional context;
- Experience developing and hosting well-run and engaging events;
- The ability and willingness to attend evening and weekend events and to travel, as required;
- Prior exposure to budget creation and management, and the ability to create, manage, and present budgets; and
- Strong oral, written, analytical, and problem-solving skills.

#### **Added benefit:**

- Familiarity with communities around Rhizome, including relevant artists and professionals, leaders in art and technology worlds, institutions, business models, etc.

**Interested? Send a cover letter and resume to [jobs@rhizome.org](mailto:jobs@rhizome.org).**

### **Please Note**

Rhizome requires those hired into this position to provide proof that they have received the COVID-19 vaccine. Any individuals subject to this requirement may submit for consideration a

request to be exempted from the requirement (based on a valid religious or medical reason) on forms to be provided by Rhizome. Such requests will be subject to review and approval by the Organization, and exemptions will be granted only if the Organization can provide a reasonable accommodation in relation to the requested exemption. Note that approvals for reasonable accommodations are reviewed and approved on a case-by-case basis and availability of a reasonable accommodation is not guaranteed. This vaccination requirement is based, in part, on recently established government requirements.