

# MANAGEMENT CONSULTANTS FOR THE ARTS

**Len Alexander – Gregory Kandel – Louise Kane – David Mallette – Christy Wall**  
Bill Appleton – Diane Frankel – Jason Palmquist – Stephen Richard – Jonathan West

**POSITION PROFILE**  
**EMELIN THEATRE**  
**DIRECTOR OF DEVELOPMENT**  
**MAMARONECK, NY**

## BACKGROUND

The Emelin Theatre, located in Mamaroneck, New York and founded in 1972, brings world class performing arts to southern Westchester County. Well-known for its high-quality and affordable programs, the Emelin is one of the few performing arts venues in this region presenting an exciting range of artists in all genres of music, comedy, dance, family theatre, and independent film. The Emelin is proud to serve patrons from Westchester County in addition to New York City, New Jersey, and Connecticut.

### **Improving Quality of Life: Key Accomplishments**

While the theatre's board and staff take great pride in the company's longevity and 47 years of experience in achieving its goals, the Emelin is constantly evolving its programming providing the best available to the sophisticated and educated Emelin audience and donor base. Key attributes of the Emelin include:

- Serves approximately 25,000 patrons annually from Westchester County and beyond.
- Presents approximately 125 performances each season.
- Programming includes emerging and established performing arts in all genres of music, comedy, dance, family theatre, and independent film
- Recent performers include Poco, Leo Kottke, Anne Hampton Callaway, Richard Thompson, George Winston, Janeanne Garofalo, Louie Anderson, Rickie Lee Jones, Suzanne Vega, Christopher Jackson, Billy Porter, Parker Quartet, American Brass Quintet, Alexander String Quartet, Joyce Yang, Charlie Albright, Pilobolus Dance, Dance Theatre of Harlem, Ladysmith Black Mambazo, The Earls of Lesicester, and The Cat in the Hat.
- Boasts strong financials based on a healthy mix of ticket and rental revenues coupled with a strong donor base.
- Enjoys strong existing relationships with public officials, local arts organizations, community service and volunteer groups and nearby schools.
- Attracts over 7,500 children and devotes almost one third of its programming to children and families, which establishes it as a leading presenter of live children's theater and workshops in

Westchester.

- Enables approximately 4,000 children from local districts in the region to experience culturally diverse theater arts programming through reduced price or free tickets offered as part of its School Outreach Program.
- Since its genesis in 2005, the Emelin Film Club has presented a highly successful film series screening independent, international and major studio films before their general release and features discussions with directors, actors, and producers associated with the films.

The theatre operates on an annual budget of approximately \$1.5 million, deriving approximately 50% of its income from ticket sales and rental income with the balance provided by fundraising. The theatre employs an administrative and operations staff of 9 and more than 20 volunteers. The theatre is governed by an active 14-member board of directors representing a cross-section of area residents and community leaders.

### **POSITION AND KEY RESPONSIBILITIES**

The Director of Development will:

1. With the senior leadership of the theatre, establish a strategic development plan that will support the operating and capital needs of the theatre for the present and the long term.
2. In collaboration with the Executive Director, Board of Directors, and staff, develop and execute the organization and implementation of the theatre's fund raising from individual, corporate, foundation, and government sources. Key initiatives include the ongoing identification and cultivation of individual and corporate donors, improving online giving, and an increased emphasis on the effective stewardship of donors.
3. Plan and coordinate the annual gala in collaboration with Board and staff. Work with the Board to develop opportunities for smaller cultivation and special events.
4. Manage the activities and growth of the Development department and supervise part-time Development Associate.
5. Supervise and manage the research and preparation of all foundation, corporate and government grant proposals, including research of new funding opportunities, and oversee grant administration and reporting.
6. Serve as a visible, articulate spokesperson for the theatre and cultivate relationships in the community.
7. Manage and oversee the formation and maintenance of necessary development reports and records; in collaboration with the Executive Director, manage the department's financial reports and budget; monitor budget and control expenditures.

### **QUALIFICATIONS**

The successful candidate will:

1. Possess three to five years demonstrated track record in arts fund raising and event planning/management.
2. Have experience in the cultivation, solicitation, and stewardship of individual, corporation, foundation, and government donors.
3. Have working knowledge of performing arts genres, including music, film, dance, and family programs.
4. Possess excellent verbal and written communication, administration, and organization skills.
5. Be someone with initiative, creativity, and energy, who enjoys working as a team player but also has the capability to work independently and as a self-starter, in a collaborative environment with a flexible schedule that includes some evenings and weekends.
6. Have computer literacy, knowledge of donor management software and expertise with Microsoft Office. Digital and social media experience a plus.

#### **COMPENSATION, START DATE, AND APPLICATION PROCEDURE**

This position is currently open and will be filled as soon as the right candidate is identified. This is a full-time position with a salary commensurate with experience and organizational budget. Benefits include:

- Health Insurance
- 401K program
- Vacation time and holiday breaks

The Emelin fosters a positive work/life balance for staff with flexible scheduling and some remote working opportunities. The Emelin is committed to creating a diverse and inclusive environment.

Interested and qualified individuals, and recommendations of same, are encouraged to submit their credentials as soon as possible for full consideration to the below consulting firm retained for the search. Complete credentials should be submitted electronically and should include the following:

- Cover letter;
- Résumé or CV;
- Salary requirements;
- Three professional references, including name, email, phone and relationship.

Application materials should be sent electronically – Word or .pdf only, please – with the applicant's name included as part of each file name.

**Management Consultants for the Arts, Inc.**

**Attn: Louise Kane**

**By email: [cwall@mcaonline.com](mailto:cwall@mcaonline.com)**

**[www.MCAonline.com](http://www.MCAonline.com)**

