



FOUNDATION FOR THE ARTS

Associate Director of Development and Communications

Mama Foundation for the Arts is excited to build its staff and is currently seeking an **Associate Director of Development and Communications** to advance the Foundation's mission by leading and managing fundraising, donor engagement, and communications efforts. We are seeking a passionate and collaborative individual to support all strategic fundraising and communication efforts to advance Mama Foundation's mission and springboard the organization into its next phase of growth.

About Mama

Mama Foundation's mission is to make a joyful noise, uplift the Black musical treasures of gospel, jazz, and R&B, and to heal and inspire through the power of collective music-making. Mama Foundation is a Harlem legacy institution where our intergenerational community is invited to Be Seen and Be Heard in the fullness of their experience – their voices, their stories, and their hearts. Continuing Harlem's rich history of celebrating Black Excellence, we centralize and amplify Black art forms to honor Black voices as essential to the American cultural experience. We achieve our mission through three main pillars of programming: Enrichment, Performance, and Community.

About the Role

In close coordination with the Deputy Director, the **Associate Director of Development and Communications** will support a wide range of fundraising and communication needs for Mama Foundation's institutionally funded programs, musical concert, performances, and capacity building goals. As the **Associate Director of Development and Communications**, you will be responsible for overseeing the development strategy, executing large-scale fundraising initiatives, cultivating donor relationships, and amplifying the Foundation's voice through compelling communications. These duties include but are not limited to working in collaboration with the Deputy Director to identify financial needs and ensure annual goals are met, generating donations, leading in the execution of effective fundraising campaigns, and writing compelling grants that align with the foundations mission.

The **Associate Director of Development and Communications** reports directly to the Deputy Director, and will collaborate closely with executive leadership, including the Artistic Director, Executive Director and Board of Directors.

We are seeking a dedicated and experienced individual for a full-time position with a starting salary of \$85,000 per year. This role offers a comprehensive benefits package including paid health benefits, 401(k) plan, a flexible schedule, and paid time off. The schedule involves an 8-hour shift from Monday to Friday, with occasional nights and weekends as needed. This is a



hybrid position based in New York, NY 10027. The role requires commuting to New York, NY 10027 four days a week.

This role's accountabilities include, but are not limited to:

Fundraising and Development:

- Develop and execute a comprehensive annual fundraising plan, including individual giving, major gifts, corporate sponsorships, grants, and special events.
- Manage the organization's annual fund and identify opportunities for growth.
- Cultivate and steward relationships with current and prospective donors, board members, corporate partners, and foundations.
- Partner with the Executive Director and Deputy Director to implement major giving and planned giving strategies.
- Research and identify potential funding opportunities and oversee grant writing and reporting.
- Track fundraising progress using CRM and donor database tools; prepare reports and analyses for the leadership team and board.

Communications and Marketing

- Develop and implement a strategic communications plan to enhance the Foundation's visibility and donor engagement.
- Craft compelling solicitation materials, donor correspondence, press releases, weekly newsletters, and social media content that reflect Mama Foundation's mission and impact.
- Serve as the organization's primary storyteller, highlighting programs, achievements, and participant success stories.
- Oversee website content, email campaigns, and other digital communications.
- Act as lead box office facilitator, building events and leading on-sale strategy for all ticketed events.

Leadership and Administration

- Recruit, train, and manage development, communications, and volunteer staff as needed.
- Manage the Development Department's budget, ensuring alignment with organizational goals.
- Stay informed on fundraising trends and best practices in the nonprofit sector.
- Act as a key representative of Mama Foundation at events and meetings.



Requirements and Skills:

- Bachelor's degree required; advanced degree in nonprofit management, communications, or a related field preferred.
- Minimum of five years of professional experience in nonprofit fundraising and communications, with a demonstrated track record of meeting or exceeding revenue goals.
- Strong knowledge of CRM software, donor databases, and prospect research tools.
- Excellent written, verbal, and interpersonal communication skills.
- Proven ability to develop and maintain relationships with donors, board members, and stakeholders
- Experience in managing fundraising campaigns and events, including securing sponsorships and major gifts.
- A deep commitment to the mission and values of Mama Foundation for the Arts, with an understanding of the cultural significance of gospel, jazz, and R&B music.
- Attention to details, ensuring all guidelines are met upon proposal submissions.
- Ability to meet deadlines in a timely and efficient manner.
- Efficient in MS Office Word, Excel, and other relevant programs.
- Knowledge of fundraising sources.
- Familiarity with the Harlem community and its cultural history.
- Experience in arts or youth development organizations.

We are committed to fostering an inclusive and equitable workplace where diversity is celebrated and every individual is valued. We welcome applicants from all backgrounds, including those from underrepresented groups, and are dedicated to creating a work environment free from discrimination and bias. We encourage people of all races, ethnicities, genders, sexual orientations, ages, abilities, and experiences to apply.