

## **TADA! Fundraising Manager**

**OUR VISION:** TADA!'s vision is that all young people grow up feeling successful, creative, confident, accepted, and accepting of themselves. Through the ability of people learning to express themselves well we can break down barriers of racism and inequality and create positive, active citizens.

**OUR MISSION and BRIEF OVERVIEW:** TADA! Youth Theater's mission since 1984 has been to provide young people from different social, racial, economic, and cultural backgrounds with musical theater programs that inspire them to learn, be creative, and think differently through high-quality productions, positive youth development, and education programs. TADA! is a unique, Drama Desk award-winning nonprofit youth theater that produces original musicals for children, teens, and family audiences. TADA! offers a free, year-round, pre-professional training and a positive youth development program for the Resident Youth Ensemble (ages 8-18); musical theater classes/camps for the public; as well as musical theater residencies in NYC schools and community centers. Through TADA!'s high-quality work, young people's self-confidence and creativity are enhanced. They also develop advanced skills in leadership, communication, responsibility, collaboration, and problem-solving – skills that help with growing up and are essential to their success both in school and in life.

### **OUR VALUES:**

- Musical Theater Passion
- Unique Programming
- Artistic Excellence
- Community
- Empowerment and Leadership
- Arts for All
- Professionalism
- Culture of Growth
- Nurture Creativity
- Fun

Please visit our [website](#), for individual descriptions of our values.

### **Job Summary**

TADA! seeks a Fundraising Manager responsible for supporting the Executive Director and TADA!'s Board of Directors in fundraising efforts across the organization. A successful candidate demonstrates the following attributes: extremely detail-oriented and systems-focused with a commitment to excellence and high standards of accountability; results-oriented with an ability to manage multiple deadlines; creative problem solving approaching challenges with a sense of possibility; excellent active listening, oral and written communication skills; and a growth mindset with a genuine openness to learning and feedback.

**Reports To:** Executive and Producing Artistic Director

### **Responsibilities**

- Support, communicate, and further the mission of TADA! by maintaining and strengthening the organization's brand and profile through development initiatives
- Manage and execute development plans, calendars, tasks, database, and reports, and coordinate with different departments to ensure its success
- Research, identify, and seek new individual donors, institutional funders, corporate sponsorships, and government funding.
- Manage Individual Annual Appeals

- Assist with proposal writing, submissions and report filing
- Assist with fundraising and cultivation events and programs

### **Qualifications**

- Minimum of one to two years of professional experience working in fundraising
- Exceptional attention to detail, and experience creating systems
- Genuine interest in playing a critical role on a small and dynamic team
- Juggle multiple tasks and reprioritize within a rapidly changing environment
- Self-starter, organized, disciplined, and results-oriented with high accountability standards
- Solutions-oriented creative problem solver
- Strong interpersonal skills and the ability to work both individually and as part of a team
- Excellent active listener and have strong oral and written communication skills
- Flexible personality with a sense of humor
- Sufficient knowledge of Salesforce database

### **Compensation and hours**

This is a part-time position of 25 - 29 hours per week. Salary is \$20/hour and is paid bi-monthly. There are no benefits offered as this is a Part-time position.

### **How to Apply**

To apply, please submit a cover letter and resume to: [jtrevens@tadatheater.com](mailto:jtrevens@tadatheater.com). Please place "Fundraising Manager [Your Name]" in the subject line.

TADA! Youth Theater is committed to building and fostering a diverse and inclusive workforce that is representative of our vastly diverse youth in our Ensemble program and school programs. Priority will be given to candidates who are dedicated to anti-racism and share our mission and vision above. Candidates from underrepresented racial or ethnic groups, people with disabilities, and LGBTQIA+ individuals are encouraged to apply. **COVID-19 Vaccination required.**

We are an Equal Opportunity Employer and do not discriminate on the basis of race, color, creed, religion, national or ethnic origin, sex, sexual orientation, gender identity or expression, age, disability, or veteran status. We are actively looking to expand our staff with BIPOC candidates.

**All Employment offers are contingent based upon successful completion of a background check.**

