

## POSITION PROSPECTUS

### ASSISTANT/ASSOCIATE DEVELOPMENT OFFICER

(Title commensurate with experience)

#### OVERVIEW

Usdan Summer Camp for the Arts seeks an Assistant/Associate Development Officer to develop and implement a thriving mid-level individual donor relations program for donors under \$1,000. The role will primarily focus on identifying and vetting mid-level prospects; planning cultivation and fundraising events to engage major donors, major donor prospects, and mid-level prospects; and soliciting and stewarding mid-level gifts. The Officer will also assist the Director of Development with meeting strict deadlines, developing major donors, and raising institutional funds.

The ideal candidate brings strategic thinking, tactful assertiveness, strong interpersonal skills, passion, and successful experience in individual donor relations, event management, and development communications writing to the role. This candidate will work with the Director of Development and Executive Director to manage donor touchpoints and projects across internal departments with strict timelines.

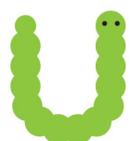
#### ABOUT USDAN SUMMER CAMP FOR THE ARTS

The arts kindle a summer of fun at Usdan Summer Camp for the Arts where each day is a new opportunity for students to explore their creativity and make friends on an inspiring 140-acre woodland campus. Usdan's mission is to develop artistic talent and foster a lifetime of imagination, industry, and creative endeavor. This summer, we will celebrate our 50<sup>th</sup> Anniversary and reengage the 40,000 campers who have enjoyed the benefits of Usdan's programs.



The camp offers study in Music, Visual Art, Theater, Dance, Writing, and Chess as well as related study in Recreation and Nature. More than 70 classes are taught in these departments with students creating their own unique summer program comprised of one major course (two hours), one minor course (one hour), and one recreational activity (one hour). The camp's programs are designed for students of varying levels of experience and ability, from beginner to advanced. Auditions are not required for most programs and admission is based on a declaration of interest in a specific area.

Recreation and Nature programs augment Usdan's core mission to support campers' creative development by encouraging physical fitness, nutrition, food knowledge, and environmental health. Our comprehensive approach places great emphasis on the physical, spiritual, and creative development that makes Usdan unique among camps in our region.





Usdan's student body, of approximately 1,600 students, is diverse in ability, ethnicity, religion, sexuality, gender identity, age (ranging from 4-18, grades pre-K - 12) and geography (with students coming from New York City, Nassau, Suffolk and Westchester Counties). They are bound together by their love of the arts and by their interest in creating and expressing themselves through art. A faculty of dedicated, talented, and thoughtful teachers guide students through unforgettable summers of fun and artistic exploration.

Our summer camp facility is located in Wheatley Heights on Long Island and is home to our staff and operations between the months of June and August. Offseason (September through May) fundraising operations are located in New York City.

## USDAN'S LEADERSHIP

Usdan's Board of Directors

Usdan is led by an 8-member Board of Directors. The Board oversees strategy and programmatic direction for the organization and is responsible for helping to build visibility and donor networks benefitting Usdan's mission.

Lauren Brandt Schloss, Executive Director

Lauren Brandt Schloss joined Usdan as Executive Director in 2015. She is Usdan's first female Executive and the first whose background is in the visual arts. Ms. Schloss joined Usdan following her tenure as Executive Vice President at New York's Studio in a School and her previous position as Director of Education at the Queens Museum. She earned a B.A. in Art History from Princeton University, an M.A. in Arts Administration from Columbia University, and has completed further graduate work in Art History at the City University of New York. Before joining the Queens Museum, Ms. Schloss worked in education with the Museum of Modern Art and the Peggy Guggenheim Collection in Venice, Italy.

## ROLE AND EXPECTATIONS

The Assistant/Associate Development Officer is charged with helping to develop a robust and engaging program with our mid-level donor prospects—including alumni, their parents, and former faculty and staff—and to manage our annual development calendar. As a secondary focus, the Assistant/Associate Development Officer will assist the Director of Development with grant proposals, corporate solicitations and institutional fundraising.

The Officer will report to the Director of Development and will work closely with Usdan's staff. The Officer will interface with our Board of Directors, particularly around alumni engagement and cultivation events. We are looking for a candidate with four years of experience handling significant development responsibilities, preferably, with a focus on alumni and individual donor relations,

strong interpersonal and relationship skills, and sufficient working knowledge of various Development operations.

Travel is required between our New York City office and Long Island office. We expect the Officer to be primarily based in the New York City office during the off-season, from September through mid-June, and to be based in the Long Island office during our camp season, from mid-June through August. We expect the Officer will meet with alumni or convene events in New York City, Nassau and Suffolk Counties, southern Westchester County, New Jersey and Southern Connecticut.

Specific duties will include:

- Working collaboratively with leadership, volunteers and other Usdan staff to develop and deepen engagement with Usdan alumni, their parents, former faculty and staff. In this capacity, we expect the Assistant/Associate Development Officer to assist in the cultivation and solicitation of contributions from these constituencies.
- Planning and executing targeted cultivation and fundraising events for all constituencies. This includes:
  - o Developing and managing an annual calendar of events, communications, and other development activities.
  - o Helping create a celebratory event for Usdan's 50th Anniversary in summer 2018.
  - o Evaluating outcomes of development events and activities.
- Supporting the Director of Development in grant writing, corporate solicitations, and other development activities.
- Managing small volunteer program, consisting mainly of current parents, grandparents, and alumni.
- Upgrading and improving Usdan's database and data management systems.
- Developing profiles for major donor prospects and institutional prospects.

## EXPERIENCE AND QUALITIES SOUGHT

- Passion for Usdan's mission, goals and work.
- An ability to work laterally and vertically with leaders and peers, and to encourage, support and enable others in an effective, respectful and inspirational manner.
- Demonstrated knowledge and experience in event planning, data management and raising money from alumni/alumni parents.
- Demonstrated knowledge of, and a commitment to continuing education about best practices in alumni relations and fundraising.
- A high degree of integrity and commitment to ethical fundraising standards.
- Strategic thinking that is rooted in finding positive responses to challenges.
- Superior verbal/written communication skills.
- Strong analytical skills.

- Ability to direct others, including superiors, to get the job done.

## COMPENSATION AND BENEFITS

The Assistant/Associate Development Officer compensation and benefits package will be attractive, competitive, and commensurate with the selected candidate's background and experience.

## TO APPLY

Please send applications directly via email to [employment@usdan.org](mailto:employment@usdan.org). Please put Assistant/Associate Development Officer in the Subject Line.

All applications must include (1) an up-to-date resume; (2) a cover letter that specifically states why you feel you are a good fit; and (3) salary requirements.

Cover letter should be addressed to:  
Andrew Navarette  
Director of Development  
Usdan Summer Camp for the Arts  
420 East 79<sup>th</sup> Street, Suite 3D  
New York, NY 10075

No phone calls, please. Additional materials and information may be requested during the search and interview process. Usdan Summer Camp for the Arts is an equal opportunity employer and welcomes applications from all.