



**Director of Development**  
**Bergen Performing Arts Center**

*An Executive Search by The Angeletti Group, LLC*



## THE OPPORTUNITY

The Angeletti Group invites nominations and applications for Bergen Performing Arts Center's next Director of Development. The organization seeks a dynamic, mission-driven leader to oversee all aspects of its development program and increase philanthropic support for bergenPAC and its Performing Arts School.

As a senior executive, the Director of Development will report to the Chairman, President, and Development Committee. In this role, the Director will be responsible for strategizing, leading, and implementing bergenPAC's development, fundraising, and community outreach initiatives. These responsibilities include the increase of philanthropic revenue sourced from major gifts, annual funds, grants (corporate, foundation, and government), sponsorships, capital campaigns, and fundraising events, in addition to managing a portfolio of donor and prospective relationships.

## ABOUT bergenPAC

Bergen Performing Arts Center, known as bergenPAC, was established in 2004 when a group of dedicated residents sought to preserve what was originally known as the John Harms Center for the Arts, Bergen County's leading cultural institution.

bergenPAC is a 1,367-seat theater, a 70-seat cabaret hall, an art gallery, and an active Performing Arts School. bergenPAC produces over 200 diverse shows annually, from Pop Concerts to Comedy to R&B, Dance, Classical, and more, bringing world-class performances to the local community. The many events attract over 150,000 people to the City of Englewood, making it the leading economic engine of the county.

The Performing Arts School provides students with unique, "hands-on" arts training by industry professionals to gain real-world experience. Students perform and enhance their academic achievements by acting on the theater's main stage.

bergenPAC's mission is to present a diverse roster of world-class entertainment within New Jersey. As one of the state's leading arts education centers, The Performing Arts School partners with public schools to bolster their existing arts programs with workshops, masterclasses, residencies, assemblies, and co-theater presentations.



bergenPAC's stand-alone Performing Arts School is the arts education home to countless students ranging from ages 2 - 18, where no student has ever been turned away due to the inability to pay. bergenPAC's Community Arts Access Program partners with social agencies, donating performance tickets to those in the community who may not have the resources to see a show.

As the leading cultural and arts educational institution in Northern New Jersey, bergenPAC guides and liberates the community's youth's imagination and expands adults' lives by ensuring a home for arts and education is accessible and affordable for all.

# THE DIRECTOR OF DEVELOPMENT

The Director of Development will provide strategic direction, leadership, and daily management to lead fundraising campaigns for bergenPAC and the Performing Arts School.

## PERFORM AND OVERSEE DEVELOPMENT ACTIVITIES:

- Manage multi-level fundraising assignments for bergenPAC (theater) and bergenPAC's Performing Arts School.
- Work closely with bergenPAC's executive team and members of the Board of Trustees on specific development projects and campaigns.
- Serve as internal and external liaison to bergenPAC's theater and Performing Arts School programs, including portfolio management of annual fund and major gift donors and prospects; prospect assessment; engagement and cultivation of prospect relationships, including individuals, foundations, and corporations, that lead to the solicitation of major gifts, and fundraising events.
- Play an active role in donor-related events for areas covered and act as a liaison for external groups including advisory boards, support groups or other community outreach programs as assigned.
- With a focus on enhancing visibility and philanthropic support for bergenPAC's arts education programs, participate in the development of funding proposals & stewardship reports; assist with coordination of fundraising events; develop and manage cultivation events such as private mixer events and other volunteer groups; assist in the development of a communications strategy including the creation of collateral materials, annual fund solicitations, direct mail; and coordination of stewardship initiatives for major gift donors.
- Annually prepare objectives for the upcoming academic year (e.g., dollars to be raised, prospect assessment and assignment, solicitations planned, and cultivation/stewardship activities) in consultation with CEO to establish mutually agreed criteria; other duties and special projects as assigned.
- Support and coordinate fundraising efforts for the Performing Arts School.
- Track gifts for key initiatives: work closely with administrative staff in key priority areas.
- Prepare letters, briefings, proposals, and materials that lead to the solicitation and stewardship of major gifts.
- Develop programs and communications to expand the potential donor base, including special events such as performances, cocktail receptions, annual fundraisers, and other outreach tailored to suit specific needs and constituents.
- Produce printed and electronic communications to external development constituents such as patrons, donors, and corporations.
- Organize, run, and provide updates for development meetings with bergenPAC's staff in order to review upcoming deadlines and plan proposals and reports.
- Conduct monthly grants' research and prospecting to identify new funding opportunities, including corporate sponsorship/funding opportunities; present these opportunities to bergenPAC leadership for review and consideration.
- Prepare (strategize, outline, write, and compile proposal content) and submit all grant proposals and reports identified in the grants calendar, including all required attachments and budgets.
- Circulate draft materials for timely review and editing by bergenPAC CEO and Board prior to submission of all grants and reports.

## OVERSEE PUBLIC RELATIONS ACTIVITIES:

- In collaboration with the Marketing Department, oversee the development of multi-channel strategies to increase awareness and impact of bergenPAC and its programs, and to clarify giving opportunities, including direct mail, email, social media, web-based/crowdfunding, phone, and personal appeals.
- Be a visible and enthusiastic advocate for bergenPAC in the Bergen County community and build and nurture relationships with key stakeholders by attending events, making presentations, and networking with targeted audiences to inform them about bergenPAC and opportunities to support its work. Audiences may include local civic groups, corporations, and foundations.

## PERFORM ADMINISTRATIVE/LEADERSHIP FUNCTIONS:

- Establish fundraising goals and develop and implement strategic objectives to raise funds.
- Enhance and establish policies and procedures for development, public relations, and volunteer activities.
- Attend meetings and support the Board of Trustees, Development Committee and other members of the Senior Leadership Team as required.
- In collaboration with the Director of Finance, propose and manage an approved annual budget for development function operations and activities.
- Manage and direct a comprehensive development office including major gifts, special events, targeted approaches to private and public funding sources and appeals for specific needs (such as capital campaigns, endowment, corporate and in-kind support).

## QUALIFICATIONS AND PREFERENCES

- Bachelor's degree, with at least six years of progressively responsible experience in development and fundraising or a related field, preferably in the arts, entertainment, or higher education environments.
- Excellent written, oral, interpersonal, organizational, and analytical skills.
- Proven ability to work successfully in a campaign environment with major gift solicitations.
- Highly knowledgeable about management information systems and software programs such as Microsoft Office, Raiser's Edge, and the integration of such programs with other donor-based gift records and systems.
- Ability to maintain a calm and professional demeanor with a high degree of sophistication.
- Highly motivated with excellent judgment, discretion, and resilience, with a high level of independent decision-making.
- Superior ability to set priorities and perform under pressure in a fast-paced office environment.
- Lead and motivate development office staff using effective management, performance tracking and evaluation and goal-setting strategies.
- Maintain an in-depth knowledge of bergenPAC's programs and activities; act in the best interest of bergenPAC with respect to community relations (within and outside bergenPAC), volunteer efforts, gifts, and fundraising from public and private sources.
- This position requires work beyond regular hours, including evenings and weekends, as projects and events require.



## APPLICATION PROCEDURE

Applications will be accepted until the position is filled. To be considered, candidates should submit a resume and cover letter including a statement of interest to [search@theangelettigroup.com](mailto:search@theangelettigroup.com).

Nominations and confidential inquiries made to:

The Angeletti Group  
365 South Street – Suite 100  
Morristown, NJ 07960  
(973) 540-1400  
[search@theangelettigroup.com](mailto:search@theangelettigroup.com)

Salary commensurate with experience.

*The Bergen Performing Arts Center, Inc. is an equal opportunity, affirmative action employer.*