

# CREATIVE CAPITAL FOR ARTISTS

## POSITION DESCRIPTION

**JOB TITLE: Director of Partnerships**

**GRADE/STATUS: Exempt**

**REPORTS TO: President & Executive Director**

Creative Capital seeks a driven, experienced, and talented **Director of Partnerships** to serve as a lead strategist to amplify our mission of supporting innovative artists and to build out a regional, national, and global network of partners, institutional members, funders, and sponsors. The Director of Partnerships, working alongside the President & Executive Director, will play a key role in cultivating and managing strategic relationships with arts organizations, educational institutions, presenting institutions, residency programs, and premier brand partners to achieve Creative Capital's mission and revenue goals.

The Director of Partnerships is a senior executive of the leadership team at Creative Capital and works with the President and Executive Director as well as collaboratively across all departments to ensure alignment and effective execution of partnership strategies. The role requires high energy and deep passion for meeting with people and artists, fostering new relationships, organizing compelling events, and traveling across the United States and internationally to expand our programs, funders, and network.

Since 1999, Creative Capital has fundraised and awarded \$55 million in grants and services to more than 1,119 artists working in the visual arts, performing arts (dance, theater, music/jazz), film, literature, and multidisciplinary and socially engaged forms. Creative Capital has funded visionary artists across America, including Jeffrey Gibson, Simone Leigh, Branden Jacobs-Jenkins, Larissa FastHorse, Garrett Bradley, Laura Poitras, Percival Everett, Maggie Nelson, Kassa Overall, Vijay Iyer, Cory Arcangel, Alice Bucknell, and others.

### **Primary responsibilities:**

- Design and lead a comprehensive strategy for identifying, cultivating, and securing strategic partnerships that will drive revenue and strengthen Creative Capital's mission and brand.
- Generate a minimum of \$500,000 revenue per year for the organization's grant programs and artist services through partnerships, including but not limited to Creative Capital Artist Lab, Creative Capital Awards, State of the Art Prize, and other initiatives.
- Cultivate partners in the dance, theater, jazz/music, visual arts, film, and literature across all seven regions of the United States to advance artist programs that will broaden the impact of Creative Capital.
- Secure partnership agreements and institutional membership agreements that align with Creative Capital's mission and values.
- Deepen our understanding of Creative Capital's audiences (artists, donors, foundations, academics, teachers, and broader public) through ongoing engagement data analysis and research.
- Function as a lead ambassador for the organization, traveling with the board, artists, arts organizations, educational institutions, as needed to advance the goals and visibility of the organization.
- Oversee the day-to-day management of partner relationships, fostering strong, long-term collaborations.
- Work closely with internal teams and vendors on optimizing the website, print materials, and communications to amplify our work and attract new partners and supporters.
- Speak at conferences, panels, and events to amplify the work of Creative Capital and its artists to public audiences, academic audiences, philanthropists, and arts organizations.
- Track program outcomes, analyze results, distribute reports to institutional members and partners, and optimize collaboration models to ensure measurable business outcomes.
- Other duties as assigned.

### **Position requirements:**

- Passion and knowledge about contemporary artists, performing arts, visual arts, film, literature, and deep commitment to supporting artists via grants, services, and community-building

- 5+ years in sales and marketing, development, fundraising, or external affairs
- Bachelor's Degree in the Arts and Humanities; advanced degree preferred
- Proven track record of building relationships, establishing partnerships, generating revenue
- Diplomatic, gregarious, proactive, and exceptional ability to build long-term trust and relationships as an outward-facing ambassador
- Collaborative working style, uplifting and positive team player, and results-oriented and data-informed leader
- Highly sophisticated, diplomatic, professional with expertise in building relationships with internal staff, vendors, press, partners, and external stakeholders
- Diplomatic, gregarious, proactive, and high energy outward-facing ambassador
- Technology and software expertise including, but not limited to: CMS content entry (such as Wordpress), Email (such as Mailchimp), Adobe Creative Suite, Google Analytics, Meta advertising, and basic HTML required; Salesforce, and video editing experience a plus

The position is full-time, exempt (40 hours/week with ability to travel regularly and work special events outside of M–F 10:00 AM–6:00 PM). Includes generous paid time off and benefits. This role is based in New York City.

The salary range for this position is \$110,000 to \$140,000, commensurate with experience, along with excellent benefits, including medical, dental, vision, and 401K plan. Send a cover letter and resume to: [jobs@creative-capital.org](mailto:jobs@creative-capital.org). No phone calls please.

**TO APPLY:** Please send a resume and a professional cover letter in one PDF attachment, and describe how your skills and experience meet the qualifications, to [jobs@creative-capital.org](mailto:jobs@creative-capital.org), using the following conventions:

**Subject Line:** [SURNAME] - **Director of Partnerships**

**One PDF attachment:** surname\_coverletter and resume.pdf

**Application deadline: April 15, 2026**

Applications will be reviewed on a rolling basis. NO CALLS, PLEASE. Only applicants who meet our requirements for this position will be contacted.

**ABOUT CREATIVE CAPITAL**

Creative Capital uplifts risk-taking, underinvested artists with unrestricted project grants, professional development, and community-building services to advance freedom of expression and to foster sustainable careers. Creative Capital Awards are made via a democratic, national open call process.

[www.creative-capital.org](http://www.creative-capital.org)

The above statements are intended to describe the general nature and level of work being performed by the individual(s) assigned to this position. They are not intended to be an exhaustive list of all duties, responsibilities, and skills required. Management reserves the right to modify, add, or remove duties and to assign other duties as necessary. In addition, reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of this position.