

# SHEEN CENTER

FOR THOUGHT & CULTURE

THE ARTS CENTER OF THE  
ARCHDIOCESE OF NEW YORK

New York, NY

[www.sheencenter.org](http://www.sheencenter.org)

*MISSION: The Archbishop Fulton J. Sheen Center for Thought & Culture is a forum to highlight the true, the good, and the beautiful as they have been expressed throughout the ages. Cognizant of our creation in the image and likeness of God, The Sheen Center aspires to present the heights and depths of human expression in thought and culture, featuring humankind as fully alive. At The Sheen Center, we proclaim that life is worth living, especially when we seek to deepen, explore and challenge ourselves, Catholic and non-Catholic alike, intellectually, artistically, and spiritually.*

## EXECUTIVE DIRECTOR

### THE OPPORTUNITY

The Sheen Center for Thought and Culture (The Sheen Center) was established by Timothy Cardinal Dolan, Archbishop of New York, in 2015. The Sheen Center is a forum to present film, theater, arts, and music in a state-of-the-art complex that nourishes the Catholic audience and engages the general public.

The Sheen Center seeks an entrepreneurial, visionary, and strategic leader to serve as Executive Director. S/he will bring creativity and experience to advance the mission of The Sheen Center as well as the ability to engage participation from all levels, creating and fostering an atmosphere of excitement and energy. The ideal candidate will possess leadership abilities, including effective motivation, mentoring, and team building: the talent to leverage team members' existing capacity and strengthen performance while maintaining best practices, camaraderie, and shared accountability.

The successful candidate will have a demonstrated track record in identifying, cultivating, soliciting, stewarding, and securing philanthropic support in an environment where the prospective donor constituency is not immediately obvious. With the goal of increasing and diversifying philanthropic support, the Executive Director will report to the Board of Directors and work collaboratively and closely with the Archdiocese of New York. The successful candidate must possess a strong work ethic, focused energy, drive, and passion for the mission of The Sheen Center, and dedication to the values of the Catholic Church.

S/he will serve as The Sheen Center's spokesperson: communicate clearly and persuasively to increase visibility and credibility of the Sheen Center, inspire support, and promote public awareness about the achievements and impact of The Sheen Center.

The Sheen Center has retained Freeman Philanthropic Services, LLC (FPS) to assist on this important executive recruitment.

## THE SHEEN CENTER



The Sheen Center is a performing arts center in NoHo presenting a vibrant mix of theater, film, music, art and discussion and lecture events. The Sheen Center was named in honor of the late Archbishop Fulton J. Sheen, best known for his popular radio and TV ministry in the 1950's and 60's. During the season, The Sheen Center presents more than 75 events in theatre, film, music, and thought. The Sheen Center is a state-of-the-art theater complex that

includes the 273-seat off-Broadway Loreto Theater, the 80-seat Black Box Theater, four rehearsal studios and a gallery.



### **The Loreto Theater**

The Loreto Theater (The Loreto) is a 274-seat neoclassical proscenium house. The Loreto is equipped with five-camera high-definition livestream capability and a multi-track recording studio with thirty-two onstage inputs.



### **The Black Box Theater**

The Black Box is a newly renovated, 80-seat, flexible end space experimental theater. The Black Box's retractable theater seating allows the entire space to be adapted to the artistic elements of the production.



### **The Gallery at The Sheen Center**

The Gallery is located on the first floor of The Sheen Center. The permanent space is located in the Elizabeth Street Lobby for art exhibitions, small events, and lectures.

### **Studios and Studio Theater**

The Sheen Center offers four studios for rehearsals and community groups. Two of the studios can be combined to create the Studio Theater with a fixed raised platform, light, and sound package.

### **Theater Artist Fellowship Program**

In January 2019, The Sheen Center established the Theater Artist Fellowship Program to support five emerging playwrights whose work embodies their mission. The Sheen Center Fellow has the opportunity to live in New York for 2-4 months. The purpose of the residency is to further the artist's career or artistic output.

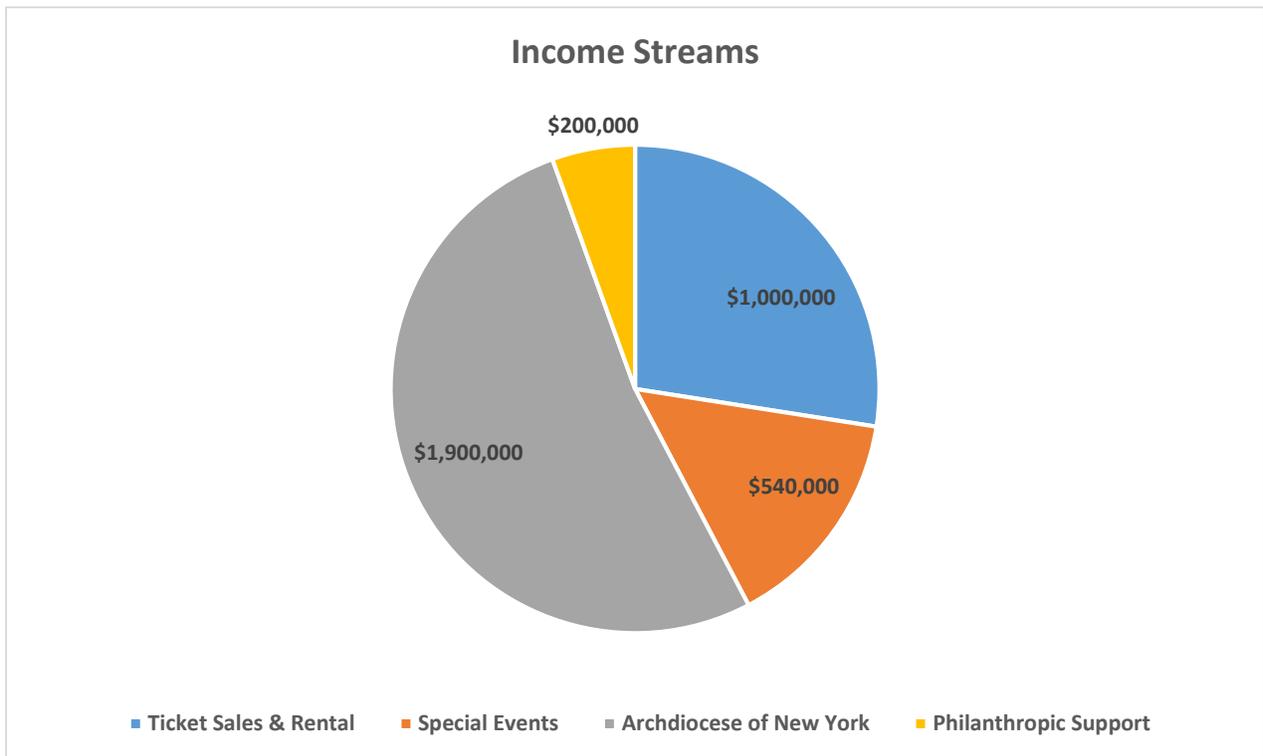


### **The Chapel of Our Lady of Loreto**

The Chapel reflects the origins of The Sheen Center building when it was the Church of Our Lady of Loreto. The Chapel contains many original works of sacred art, including the stained glass window of the Good Shepherd and the crucifix. The Blessed Sacrament and Mass are held in the Chapel.

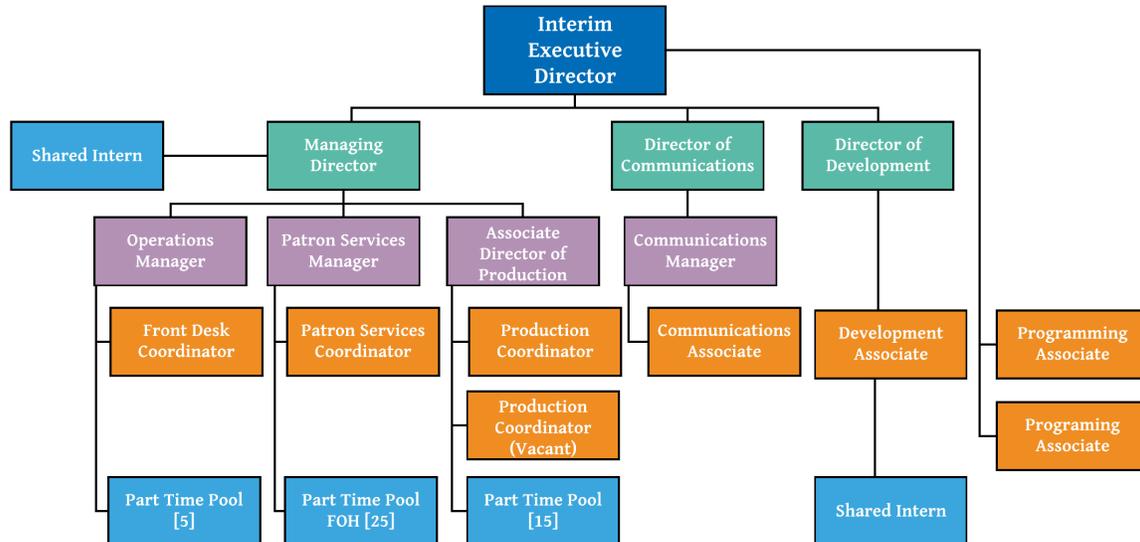
## **FINANCIAL HIGHLIGHTS**

The Sheen Center has a \$3.6 million annual operating budget. Income sources include philanthropic support, ticket sales and rentals, special events, and support from the Archdiocese of New York.



## IMPORTANT AND REPORTING RELATIONSHIPS

The Executive Director will report to The Sheen Center Board of Directors. The Executive Director will have three direct reports and oversight of seventeen full-time employees and 45 part-time employees. The Sheen Center's current organization chart is shown below:



## BOARD OF DIRECTORS

### Chairman

- **Timothy M. Cardinal Dolan**, Archbishop of New York
- **Reverend Monsignor Joseph P. LaMorte**, Vicar General, Archdiocese of New York

### Members

- **Terence S. Greene**, *Treasurer*, President, Capital Counsel, LLC
- **The Reverend Dr. A. R. Bernard, Sr.**, Founder, Senior Pastor and Chief Executive Officer, Christian Cultural Center
- **John P. Cahill, Esq.**, Chancellor, Archdiocese of New York
- **David Fontanilla**, Managing Partner, Madison Paige Capital LLC
- **The Reverend Matthew F. Malone, S.J.**, President and Editor in Chief, America Media
- **Rabbi Joseph Potasnik**, Executive Vice President, New York Board of Rabbis
- **Vanessa Williams**, Actress, Singer, Dancer, and Author.

## KEY CHALLENGES AND OPPORTUNITIES

The Executive Director will be expected to contribute broadly to all aspects of the fulfillment of The Sheen Center's mission and growth. Guided by the organization's core Catholic values, the Executive Director's key responsibilities will include:

### Vision & Strategic Planning

- Provide visionary leadership and strategic direction for The Sheen Center;
- In collaboration with the Board, design and execute a long-term strategic and operational plan for The Sheen Center that leverages and expands its work and impact, while harnessing the diverse potential and collective expertise of its Board of Directors, volunteers, and other constituents;

- Provide strategic organizational direction and oversee all operations with the goal of strengthening The Sheen Center's long-term stability and increasing organizational effectiveness; this includes day-to-day administration, operations, and the preparation and oversight of the annual budget.

### **Fundraising & Public Relations**

- Serve as The Sheen Center's principal organizational spokesperson: communicate clearly and persuasively to increase visibility and credibility of the Sheen Center, inspire support, and promote public awareness about the achievements and impact of the Center;
- Develop meaningful leadership gift strategies and innovative fundraising programs in order to build significant financial resources;
- Lead the execution of campaigns and fundraising initiatives, with the support of the Board of Directors;
- Establish effective themes for public relations initiatives, focused on enhancing brand recognition and expanding audiences;
- Develop social media platform, including website, connectivity with Facebook, Instagram, Twitter, and other social media outlets.

### **Leadership, Management & Team Building**

- Ensure – through effective leadership and management – that the organization's day-to-day operations and long-range plans are efficiently administered in a fiscally responsible and transparent manner;
- Align organizational resources to best meet The Sheen Center's long-term strategy and goals, as well as increase the effectiveness and cohesion of the organizational infrastructure;
- Proactively engage with the Board of Directors, volunteers, and the Archdiocese to ensure clear communications and ongoing collaboration;
- Prepare and present periodic reports for the Board of Directors, including summaries of activities, progress, recommendations, and findings;
- Recruit, motivate, and mentor staff and volunteers for optimal performance and promote a culture of enthusiasm, cooperation, and commitment to the mission;
- Respect and understand the connection between the Sheen Center and the Catholic Church.

### **Financial & Programmatic Management**

- Prepare and oversee the Foundation's budget to ensure long-term financial stability; monitor and track performance;
- Oversee the budget to ensure the organization's fiscal, programmatic, and fundraising integrity;
- Oversee the engagement of artists, contract negotiations, and performance logistics;
- Cultivate high-quality programming that showcases the mission and values of The Sheen Center;

- Build a distinctive brand that attracts and retains audiences while seeking to include members of the community's various multicultural groups and peoples.

## **IDEAL EXPERIENCE & QUALITIES**

The ideal candidate will possess the following qualities:

- Passion for the performing arts and an understanding and commitment to The Sheen Center's mission;
- Demonstrated ability to provide management oversight, leadership and strategic direction as well as the ability to develop trust and strong collaborative working relationships is required;
- Track record of providing successful strategic direction for day-to-day operational management;
- Ability to manage multiple priorities simultaneously to ensure organizational focus on critical issues, to act decisively, and to set priorities among competing demands for resources;
- Demonstrated proven ability to recruit, develop, mentor and retain top quality professional staff is required;
- Self-starter with an engaging personality, a clear set of priorities and the ability to adapt to changing circumstances in a highly collaborative environment where working across boundaries and leveraging strengths are encouraged;
- High level of energy, self-confidence, a positive attitude, and the ability to function at peak in a high expectation environment is essential;
- Ability to strategically and effectively lead change, while also being able to respond and adapt to new opportunities;
- Superior presentation skills, including the presence and political acumen to deal effectively with lead donors, senior level executives, philanthropists, corporate leaders, elected representatives and public officials;
- Excellent communication (speaking, writing, presentation, and listening) skills and an ability to effectively communicate with all levels of the organization, as well as external constituencies;
- Cultural sensitivity, emotional intelligence, and commitment to the highest standards of professionalism.

### **Leadership, Management & Team Building**

- Creative manner of approaching issues and devising effective solutions based on good judgment, research, and collaboration;
- Bachelor's degree required with performing arts experience, graduate degree or equivalent experience preferred;

- Cultural sensitivity, emotional intelligence, and commitment to the highest standards of professionalism.

## COMPENSATION AND BENEFITS

The Executive Director's compensation and benefits package will be competitive and commensurate with the selected candidate's background and experience.

## CONFIDENTIAL INQUIRIES AND HOW TO APPLY

The Sheen Center for Thought and Culture has retained [Freeman Philanthropic Services, LLC](#) to assist on this recruitment. FPS is a national leader in executive recruitment for the not-for-profit sector and brings a proven track record of recruiting top talent to diverse organizations.

Please send confidential inquiries and applications directly to FPS via e-mail: [SheenCenter@glfreeman.com](mailto:SheenCenter@glfreeman.com). To be fully considered, applications must include: an up-to-date resume and a formal letter of interest that specifically cites the experiences that best prepare the applicant for this role and why this particular opportunity is desired. Additional materials and information will be requested during the search and interview process.