

Job title	<i>Director of Development</i>
Reports to	<i>Executive Director</i>
Supervises	<i>Associate Director of Development Gallery & Retail Coordinator</i>
Classification	<i>Full Time Salary Exempt</i>

Job purpose

The Director of Development is responsible for planning, organizing, and directing all of the Art Association's fundraising including, the major gifts program, annual fund, planned giving, endowments, membership, gallery/art store, special events and capital campaigns. The Director of Development works closely with the Executive Director and the Board of Directors in all development and fundraising endeavors. Reports directly to the Executive Director.

Duties and responsibilities

- Meet prospective donors and supporters on a continual basis to establish effective communications with them and build relationships
- Grow a major gifts program including identification, cultivation and solicitation of major donors
- Oversee grant seeking including research, proposal writing, and reporting requirements
- Build the planned giving program with a focus on deferred gifts such as bequest expectancies and endowments
- Direct the annual fund program, including mailings and annual fundraising drives.
- Direct capital campaigns and other major fundraising drives
- Oversee fundraising special events
- Work closely with the Executive Director to encourage donor relations
- Work closely with the Director of Finance to ensure all numbers are reported accurately
- Work closely with Director of Education to track impact metrics and participation numbers
- Provide regular reporting and updates key funders
- Make public appearances/accept speaking engagements to share information about the Art Association's mission with the community
- Oversee fundraising database and tracking systems
- Supervise and collaborate with other fundraising and revenue generating staff
- Oversee creation of publications to support fundraising activities
- Oversee gift recognition programs
- Oversee gallery and art store
- Perform other related duties as requested

Qualifications

- Bachelor's degree
- 3 years minimum experience in professional fundraising

Skills & Competencies

- Interest and affinity for the mission of the Art Association
- Strong interpersonal and writing skills
- Ability to motivate staff, board members and volunteers
- Must be able to get out of the office and build external relationships
- Goal driven to meet fundraising metrics
- Proactive to initiate donor visits and fundraising calls
- Organized, detail-oriented, follow-through on tasks
- Demonstrates discretion and confidentiality
- Display a positive attitude, show concern for people and community, demonstrate presence, self-confidence, common sense and good listening ability

Working conditions

This is an exempt position. Exempt positions are excluded from minimum wage, overtime regulations, and other rights and protections afforded nonexempt workers. Employers must pay a salary rather than an hourly wage for a position for it to be exempt. You will be expected to complete tasks regardless of the hours required to do them. If staying late or coming in early is required to do the job, exempt employees are frequently expected to do just that. Person must be able to work flexible hours including some evenings and weekends.

Physical requirements

Ability to perform sedentary work. Visual acuity necessary to utilize a computer monitor throughout the course of a normal workday. Ability to perform repetitive keyboarding activities and operate general office equipment. Ability to communicate verbally, both in person and over the telephone. Ability to lift, push, and pull up to 50 pounds. Ability to stand and walk for long periods of time. Ability to work outside in rain, wind, cold or heat.

Approved by:	<i>Jennifer Lee</i>
Date approved:	<i>12/2/2020</i>
Reviewed:	<i>12/2/2020</i>