



Director of Development *(Detailed Job Description)*

The Director of Development is a member of the senior leadership team and reports to the President + CEO. The Director of Development works with ArtsGreensboro leadership, the Board of Directors, and stakeholders in developing action plans that attract private philanthropy to support ArtsGreensboro's strategic initiatives and advance the organization's efforts.

The Director of Development is responsible for establishing the infrastructure needed to grow the organization's philanthropic resources by designing and implementing a comprehensive development plan that includes the cultivation and solicitation of philanthropic support from individual major gifts, planned gifts, special events, and corporate and foundation support.

Key Accountabilities

Overall

- In consultation with the President + CEO and Development Committee, designs a long-term (three to five year) development strategy with measurable goals, timelines, and assigned accountabilities
- Create a yearly actional development plan with dashboard metrics, assigned accountabilities, reporting structure, and monthly benchmarks
- Oversee ongoing development efforts and identifies new funding opportunities
- Develop fundraising proposals for individuals, corporations, foundations, and governmental agencies
- Devise and implement special fundraising projects as needed
- Identify and steward prospective donors
- Remain current on fundraising trends and the nonprofit community
- Manage the activities of the Development Associate, setting yearly goals with metrics

ArtsFund/Annual Fund

- Develop a direct mail and digital strategy for increasing participation in the ArtsFund
- Identify strategies for lapsed donors, especially those of \$1,000+
- Develop customized strategies for corporate support
- Develop a comprehensive stewardship plan that encourages donors to remain engaged with ArtsGreensboro at multiple levels, from annual gifts to planned-giving
- The expectation is for significant growth in the ArtsFund in the next year(s)

Major Gift Work

- Evaluate and identify the potential prospects for increased levels of contributions.
- Identify the top 50-75 prospects with the highest capacity to give
- Establish connectors to each prospect as a part of a strategy to engage, cultivate and solicit major gift prospects.
- Solicit gifts at the various levels required for annual, special, and planned giving programs

Day-to-Day Development Operations

- Ensure ArtsGreensboro has a strong system for maintaining up-to-date and accurate records of contacts with donors and prospects
- Supervise the Development Administrative and Database Coordinator and ensure effective administration of gifts; maintenance of donor records, tracking donor contacts, information, and

interests; recognize donors through new and existing programs; ensure timely delivery of reports and communications; and timely donor acknowledgments

- Work closely with the Director of Marketing and Public Relations to develop messaging and collateral for all development initiatives and charitable giving programs
- Maintain a dashboard with metrics and results; shares, at minimum, monthly with Development Committee, President, and Board Chairperson

External and Board Relations

- In collaboration with the President + CEO, maintain positive relationships with foundation, corporate, and government leaders
- Provide support and insights for the Development Committee
- Work with President + CEO, Board Chair, and Development Committee to ensure 100% Board giving
- Represent ArtsGreensboro at professional meetings, conferences, and programs

General

- Participate in the hiring, training, and mentoring of any additional staff, interns, or contractors assigned to the Development Office
- Assist in the development of ArtsGreensboro's annual budget
- Other duties and special projects as assigned

Qualifications:

Essential

- The candidate must be an individual of impeccable integrity and trustworthiness
- Minimum of a bachelor's degree in liberal arts, marketing, arts management, or a related field supplemented by a minimum of 5 years of progressively responsible experience in fundraising/advancement, or an equivalent combination of education, training, and experience that provides the required knowledge, skills, and abilities
- Strong interest in the arts and cultural sector and the ability to demonstrate that interest with a reasonable level of confidence and knowledge to donors and funders
- Excellent written and oral communication skills; ability to influence and engage a wide range of donors and build long-term relationships. Comfortable presenting information to small and large groups.
- Flexible and adaptable style; a leader who can positively impact both strategic and tactical fundraising initiatives
- Ability to work both independently without close oversight and as a team player who will productively engage with others at varying levels of seniority within and outside the organization
- Strong organizational and time management skills with exceptional attention to detail
- Intellectual curiosity and objectivity, and the capacity for self-reflection, critical self-evaluation, and proactive self-improvement
- A nuanced understanding of community and donor dynamics and can work with myriad groups with professionalism and grace

Technical Knowledge and attributes:

- Experience with donor databases and understanding of how data drives critical decision-making.
- Basic knowledge of MS Office, with advanced knowledge of Outlook, Word, Excel, and PowerPoint
- Basic knowledge of customer relationship management systems
- Basic knowledge of remote team meeting software, presentation tools, and graphics tools

Physical Requirements:

- Standard work hours are Monday – Friday, 8:30 am – 5:00 pm, unless required to meet responsibilities. Some night and weekend work is required. Work is primarily sedentary and inside, with some standing carrying materials. Physical activity increases during special events. Ability to stand, walk, or sit for long periods required. Speech and hearing skills are required for communication with people in interviews or groups. Visual skills are required in preparing materials, typing, and proofreading.

This is a full-time, exempt, salaried, benefits-eligible position. Policies outlined in the ArtsGreensboro Personnel Handbook apply.

BENEFITS (subject to change)**HEALTH:** Through Blue Cross Blue Shield

- Coverage starts after 30 days of full-time employment
- Employer pays 80% of Employee Coverage
- Employee pays 20% of Employee Coverage and 100% of any

LIFE: Through Companion (All Full-Time Employees must be covered under this policy)

- Coverage starts after 30 days of full-time employment
- Employer pays
- Coverage ends at midnight on the final day of employment
- Salary X 1

DENTAL: Through Guardian

- Coverage starts after 30 days of full-time employment
- Employee pays 100%
- Coverage ends on the termination date

RETIREMENT: Through TIAA

- Employee may contribute to 403(b) Plan
- Company will match up to 2.5% after 1 year of employment
- increases to 5% after 3 years of employment

PAID VACATION TIME: 10 days in Years 1-5, 15 days in Years 5-10, 20 days in Years 10+

HOLIDAYS: New Year's Day (MLK, Good Friday, Memorial Day, Juneteenth, Independence Day, Labor Day, Veteran's Day, Thanksgiving Day, Day after Thanksgiving, Christmas Day, Day after Christmas)

SALARY RANGE: \$78,000 - \$85,000, depending on experience

ArtsGreensboro is an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to age, color, disability, gender, gender expression, gender identity, genetic information, national origin, race, religion, sex, sexual orientation, or status as a protected veteran. For more information, go to ArtsGreensboro.org