

Job posting for Director of Development

Responsibilities

Strategy and leadership

- In conjunction with the Executive Director, design a multi-year development strategy with clear objectives and timelines.
- Lead the planning and execution efforts for all contributed revenue activities.
- Engage with the board of directors and individual members to leverage their support and networks for revenue generation.
- Develop and maintain knowledge of best practices in the cultural and nonprofit sectors as well as the field of philanthropy.

Revenue generation and analysis

- Spearhead fundraising programs and activities including efforts in donor identification, cultivation, solicitation, recognition, stewardship and retention.
- Develop and own the annual budget for contributed revenue to meet the strategic needs of FCAC, its programs and initiatives.
- Strengthen our existing corporate partnership program, including an annual menu of sponsorship opportunities and benefits.
- Evaluate and analyze effectiveness of fundraising strategies for growing institutional funder support.
- Conduct regular meetings to build and maintain relationships with major gift donors and prospects for annual and planned giving.
- Collaborate with the Development Committee to plan and execute special events to generate revenue, build relationships, raise awareness and make a case for support.
- Collaborate with Communications and Membership Coordinator to develop stories that convey the positive impact of our work to inspire more giving.
- Lead data evaluation efforts to create accurate fundraising projections.
- Develop and maintain gift processing, donor relations and prospect management policies and procedures to ensure the accuracy and quality of information and stewardship practices.

Relationship management

- Advance and implement stewardship and engagement strategies for all donors
- Oversee and lead efforts to leverage donor management software to ensure donor and prospect records are well maintained, confidential and accurate.
- Attend internal and external events to network and build FCAC brand with potential donors and community members.
- Create and sustain relationships with key philanthropic organizations including the Rochester Community Foundation, United Way, Jewish Federation and others
- Develop relationships with key financial advisors to gain access to potential philanthropic donors

Qualifications

- Minimum of a Bachelor's degree with CFRE certification or working toward this certification preferred.
- Minimum of 3-5 years of development experience with a proven track record in actively securing gifts and sponsorships from individuals and corporations.
- Exceptional leadership, interpersonal, verbal and written communication skills.
- Financial and budgeting experience.
- Ability to meet deadlines in a fast-paced environment while having the ability to adjust to competing priorities.
- Excellent computer skills and fluency and familiarity working with databases.
- Ability to work evenings and weekends and manage a busy schedule.

Competencies

- Communication and relational skills - skilled speaker and writer who balances listening with talking, connects with a variety of individuals and groups and influences others.
- Constituent focus - strives for excellent constituent satisfaction, goes beyond what is expected and builds value-added relationships with internal and external stakeholders.
- Financial - understands nonprofit financial principles while developing and maintaining budgets and contributing to the organization's fiscal health.
- Innovation - actively embraces change while challenging the status quo and taking appropriate risks.
- Inspires and motivates others to support and engage with the organization's mission.
- Meeting targets - goal oriented with the ability identify, move towards and attain organizational opportunities and maintain accurate records.
- Presentation skills - clearly demonstrates command of subject matter and communicates effectively and appropriately to engage stakeholders.
- Professional expertise - possesses knowledge of best practices to solve business problems, meet goals and educate staff and board members.
- Strategic direction - actively participates in the development and communication of the organization's vision and considers long-range goals in daily work and planning.
- Team orientation - focuses on building a collaborative atmosphere while understanding the critical role all team members play and valuing partnership.

This is a part-time position to begin March 1, 2020 with an expected 24 hour per week flexible schedule to meet agreed upon goals. Benefits include vacation and sick time accrual of 4 hours each per month beginning after 3 months of employment and free classes at the center. Health care could be purchased through our provider at our employer rate. Pay is commensurate with experience and would be expected at \$25/hr or above.

Email cover letter and résumé to Janice Gouldthorpe at director@rochesterarts.org with "Director of Development" in the subject line. The position will remain open until filled. No telephone calls, please.

Individuals of color and members of the LGBTQ+ community are strongly encouraged to apply. Persons with mental or physical disabilities as defined by the Americans with Disabilities Act are eligible for this position as long as they can perform the essential functions of the job after reasonable accommodation is made to their known limitations.