



Position Announcement/Description

**Midland Center for the Arts**

**Midland, MI**

**Position Title:** Director of Development

**Supervisor:** Vice President of Communications & Development

**Classification:** Full Time Exempt

**Last Updated:** 3/1/2022

**About Midland Center for the Arts**

Midland Center for the Arts is a cultural destination where people find meaning and connection in their busy lives. One of Michigan's largest non-profit arts organizations, the Center is a unique cultural complex located in the city of Midland, Michigan. The 275,000 SF facility encompasses an auditorium theater (1500 seat) that presents touring Broadway and national artists and entertainers, a mid-sized theater (400 seat) for touring programs and locally-produced theater, a four-story hands-on, interactive museum of science and art, a historical campus, and an in-house community theater and professional regional symphony.

World-class art and entertainment experiences are enjoyed by audiences from around Michigan and beyond and the Center strives to share cultures and stories that reflect the diversity of our audiences and the world. We strive to provide a workplace and patron experience where all people feel welcome and engaged. Our organization celebrates diversity in all of its forms, pursuing our mission as the cultural destination for our region and beyond. Our work reflects our community and our values as an inclusive and accessible home for art, science and history exploration. Our organization is committed to including voices of those varying in abilities, ages, ethnicities, gender identities & expressions, races, religions, sexual orientations, and socioeconomic backgrounds.

**POSITION CONCEPT**

A knowledgeable, passionate, and creative Director of Development will provide collaborative leadership for retaining, diversifying and developing fundraising opportunities. The individual will be a strong relationship-builder and help us shape the organization's strategic fundraising priorities, guiding daily operations and working collaboratively with the Vice President of Communications & Development and the COO, and other leadership, to ensure proper solicitation, cultivation and stewardship of donors and sponsors.

**DUTIES AND RESPONSIBILITIES:**

The Development Director is responsible for planning and overseeing execution of development programs for the Midland Center for the Arts. The duties of this position include, but are not limited to:

**Fund Development**

- Collaborates with the Vice President of Communications & Development and senior executive team to develop, and execute strategic fundraising initiatives, working with and utilizing senior and program staff, board members and other key leaders for the Center.
- Develops, strategizes, evaluates and coordinates the annual fund/membership campaign; corporate support; and event fundraising.

- Works with the Vice President of Communications & Development to develop and implement an operating framework for the development team, including policies, processes, structure, staffing and budgets.
- Participates in establishing financial goals for the department and develop a comprehensive fundraising program to include corporate and individual giving.
- Collaborates with the Vice President of Communications & Development and Development consultant to Identify and cultivate new prospects and ensure that a robust portfolio of prospective major gift donors is being contacted and visited by the senior executive staff, board members, key staff leaders and the Development team.
- Enhances current donor relationships, and cultivate relationships with targeted individuals and corporations.
- Works collaboratively within the Marketing & Development Department to develop marketing activities and partnerships to support and enhance fundraising performance.
- Generates new ideas, partnerships and avenues to expand the Center's fundraising base.
- Ensures planning and coordination of cultivation and stewardship, including activities and events.
- Works with IT and Database Operations to ensure that proper guidelines, and policies, at the highest level of ethical practices in fundraising, are used regularly for record keeping and data entry.
- Maintains a prospect portfolio and coordinates and monitors other staff members' prospects portfolios annually. Reviews and expands or modifies this stewardship program.
- Other duties as assigned

### **Leadership & Management**

- Serve on the Center's strategic planning/resiliency team.
- Supervise and mentor staff in the Development Team, including recommending appropriate candidates for hire and ensuring organizational results are achieved within the team.
- Attend all required staff and departmental meetings and work collaboratively with staff to ensure a strong team culture throughout the organization.
- Serve as a community liaison, promoting the Center and its programs to businesses, donors and the community.

### **Other:**

- Attend Center and community events as needed – evening and weekend hours required.
- Position collaborates closely with the entire executive leadership team, and reports to the Vice President of Communications & Development

### **PREFERRED KNOWLEDGE, EXPERIENCE AND ABILITIES:**

The requirements listed below are representative of the knowledge, skills, and abilities required to perform the necessary functions of this position:

- Bachelor's degree in a related field
- 5-7 years of increasing responsibility and experience in a fundraising/development capacity
- A proven track record in developing and managing fundraising programs
- Demonstrated ability to establish, maintain and strengthen relationships with donors on behalf of an institution

- Ability to work with and motivate a broad spectrum of people
- Demonstrated ability to manage and motivate staff
- Ability to set priorities, coordinate multiple projects, handle details, and communicate effectively
- Takes initiative and actively seeks to deepen current donor relationships and to forge new ones
- Skilled at establishing and cultivating strong relationships with peers, across different levels of the organization and externally
- Have the desire to get out of the office and build external relationships
- Be a “self-starter” and goal driven to initiate sponsor and donor visits and make fundraising calls

**Note: COVID-19 Vaccination Required for employment**

**APPLICATION INFORMATION**

Email Cover Letter and Resumé to: [HR@midlandcenter.org](mailto:HR@midlandcenter.org)

Deadline: Open until Filled