Position Announcement/Description

Midland Center for the Arts
Midland, MI

Position Title: Director of Development
Supervisor: President/CEO
Classification: Full Time Exempt
Last Updated: 12/19/22

About Midland Center for the Arts
A cultural destination in the heart of Michigan, the Midland Center for the Arts is on a dynamic course of growth and change in preparation for celebrating its 50th anniversary in the coming years and launching a major capital campaign and building project. The Center’s unique business and program model creates unusual and exciting opportunities. Operating on a budget of nearly $10M and featuring a 1500 seat proscenium theater and a separate 400 seat theater housed within an architecturally significant mid-century modern building, the Center also boasts a four-story museum of science and art along with an off-site history center comprised of historical homes and museum facilities. In addition to performing arts presenting and museum programming, the Midland Symphony orchestra, a professional regional symphony, and the CenterStage community theatre and local choir program all fall under the Center’s umbrella. New leadership on the board and executive staff has charted a multi-year course of action to build the Center’s leadership in the region, state and nation, helping to propel the Great Lakes Bay region and the Center to new heights. The Center’s robust history and strong community engagement, including significant foundation support and a robust $55M endowment, undergird the ambitious growth plans.

About Midland
Home of two major employers, Dow, Inc and the Mid-Michigan Health Systems along with other manufacturing companies, and burgeoning businesses, Midland, Michigan is a peaceful Midwestern small-city with big city amenities and opportunities. A city of just under 45,000, Midland sits in the center of the Great Lakes Bay region, a catchment area of approximately 500,000 people. Tree-lined streets in safe, friendly, walkable neighborhoods, easy access to highly ranked schools with strong programs in math, science and the arts, parks and trails, lakes and rivers, a mix of internationals and ex-pats working for the major companies, and a short drive to both renowned natural vacation destinations and major metropolitan areas make Midland a desirable place to live and work.

POSITION CONCEPT
We are seeking a knowledgeable, passionate, and creative Director of Development to provide leadership and direction 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 CEO, the executive team, the board and other leadership to ensure proper cultivation, and stewarding of
The Director of Development reports to the President/CEO and is a member of the senior management team.

**DUTIES AND RESPONSIBILITIES:**
The Development Director is responsible for planning and overseeing execution of all aspects of the development program for the Midland Center for the Arts. The duties of this position include, but are not limited to:

**Fund Development**

- Serves as the leader in developing and executing strategic fundraising initiatives, working with and utilizing the President/CEO, senior and program staff, board members and other key leaders for the Center.
- Develop and coordinate the annual fundraising plan that includes annual fund/membership; major gifts; corporate support; foundation support/grants or other event fundraising.
- Develop and implement an operating framework for the development department, including policies, processes, structure, staffing and budgets.
- Establish financial goals for the department and develop a comprehensive fundraising program to include corporate, individual, and foundation giving.
- Identify and cultivate new prospects; ensure that a robust portfolio of prospective major gift donors are being contacted and visited by the President/CEO, board members, key staff leaders and the Development team.
- Enhance current donor relationships, and cultivate relationships with targeted individuals, corporations and foundations.
- Work collaboratively with marketing department to develop marketing activities and partnerships to support and enhance fundraising performance.
- Generate new ideas, partnerships and avenues to expand the Center’s fundraising base.
- Ensure the planning and coordination of cultivation and stewardship events and other special events.
- Work with the Director of IT and the Director of Data Analysis 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.
- Maintain a prospect portfolio and coordinate and monitor other staff members prospects portfolios annually.
- Other duties as assigned.

**Leadership & Management**

- Serve as a key executive leader on the Midland Center for the Arts team, providing guidance and setting an example for exemplary work ethic and program quality for the staff and the community.
- Supervise and mentor staff in the Development Department, including recommending appropriate candidates for hire and ensuring organizational results are achieved within the department.
- Attend all required staff and departmental meetings and work collaboratively with staff to ensure a strong team culture throughout the organization.
- Support the President/CEO through attendance at meetings of the Board of Directors and its committees as requested.
- Serve as a community liaison, promoting the Center and its programs to businesses, arts organizations, donors and other constituencies in the community, state and nation.
• Be an active member of the local community and state and regional arts and culture organizations in pursuit of the Center's goals.

Other:
• Attend Center and community events as needed – evening and weekend hours required.
• Position collaborates closely with and reports to the President & CEO
• Other duties as assigned

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

• Bachelor’s degree required in related field
• 5-10 years of experience in a fundraising/development capacity
• A proven track record in developing and managing comprehensive fundraising programs
• Demonstrated success in major gift fundraising; capital campaign experience a plus
• Demonstrated ability to establish, maintain and strengthen relationships with significant donors on behalf of an institution
• Ability to work with and motivate a broad spectrum of people
• 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 donor visits and fundraising calls

APPLICATION INFORMATION
Email Cover Letter and Resumé to: willcox@midlandcenter.org
Diane E. Willcox
V.P. Communications & Development

Deadline: Open until Filled