



Position Title: Director of Development

Supervisor: President/CEO

Classification: Full Time Exempt

Last Updated: 1/11/23

POSITION CONCEPT

We are seeking a knowledgeable, passionate, and creative Director of Development to provide leadership and direction for retaining, diversifying, sustaining, 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 stewardship of donors.

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.
- Establish financial goals for all areas of the department.
- Develop and coordinate a comprehensive fundraising plan that includes annual fund/membership; major gifts; corporate support; foundation support/grants; legacy giving; and other fundraising.
- Develop and implement an operating framework for the development department, including policies, processes, structure, staffing and budgets.
- 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 outreach and events.



- Work with the Director of IT, Director of Data Analysis, and Finance Department to ensure that proper guidelines and policies, at the highest level of ethical practices in fundraising, are used 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
- 8-12 years of increasing of executive level responsibility 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
- Demonstrated ability to take initiative and actively seek to deepen current donor relationships and to forge new ones.
- Collaborative and skilled at establishing and cultivating strong relationships with peers, across different levels of the organization and externally.
- Ability to manage and motivate staff in the areas of corporate sponsorships, grant writing, and annual fund development
- Desire to build relationships in person; to be willing and motivated to be present in the community in order to do so.
- Be a goal driven “self-starter” skilled in making donor visits and fundraising calls, able and willing to obtain substantial donations.

APPLICATION INFORMATION

Email Cover Letter and Resumé to:

willcox@midlandcenter.org

Diane E. Willcox

V.P. Communications & Development

Deadline: Open until Filled