



Position Title: Senior Director of Development

Supervisor: President/CEO

Classification: Full Time Exempt

Last Updated: 04/26/23

Compensation: \$72,000- \$95,000

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 225,000SF 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 entertainment and programming begins with sharing the stories and experiences that look like the world. At Midland Center for the Arts, we strive to create a workplace and patron experience where all people feel welcome and engaged. Our organization celebrates diversity in all of its forms while pursuing our mission as the cultural destination for the Great Lakes Bay Region. 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:

The Sr. Director of Development is a self-directed, results-oriented development officer and team leader accountable for unearned income for the Center. A seasoned and skilled team leader, the Sr. Director of Development is a critical member of the Center's Executive Leadership team, and a vital partner to the entire Executive Team.

DUTIES AND RESPONSIBILITIES:

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

Fund Development

- Serves as the department head and 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; and oversee grant writing and all other 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 themselves, the President/CEO, board members, key staff leaders and the Development team.
- Enhance and steward 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 member of the Midland Center for the Arts Executive 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.
- Stay up to date on fundraising trends and strategies, participate in professional development through peer to peer networking and participation in Association of Fundraising Professionals.
- 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.

REQUIRED KNOWLEDGE AND EXPERIENCE

The requirements listed below are necessary to perform the functions of this position:

- A proven track record in developing and managing comprehensive fundraising programs
- Ability to work with and motivate a broad spectrum of people
- Ability to set priorities, coordinate multiple projects, handle details, and communicate effectively
- Experience successfully managing a team



- A collaborative mindset
- All staff, on-site contractors, and volunteers, are required to be vaccinated against Covid-19. Proof will be required prior to hire.

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 in related field
- CFRE Certification preferred
- 5-10 years of experience in a fundraising/development capacity
- 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 take initiative and actively seek 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 and steward 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](mailto:willcox@midlandcenter.org)

Diane E. Willcox

V.P. Communications & Development

Deadline: Open until Filled

Job Type: Full-time

Salary: \$72,000.00 - \$95,000.00 per year

Benefits:

- 401(k)
- 401(k) matching
- Dental insurance
- Employee assistance program
- Employee discount
- Flexible spending account
- Health insurance
- Health savings account
- Life insurance
- Paid time off
- Vision insurance

Ability to commute/relocate:

- Midland, MI 48640: Reliably commute or planning to relocate before starting work (Required)