



ArtsBuild Director of Development

Position Title: Director of Development - Fundraising

Reports to: President

Employment Status: Full Time 12 Months

FLSA Classification: Exempt

POSITION DESCRIPTION

The Director of Development at ArtsBuild plays a crucial role in advancing the organization's mission through strategic fundraising initiatives. This position is responsible for managing the annual campaign, including prospect identification, cultivation, solicitation and stewardship of donors as well as grant writing and reporting (local, state and federal). The successful candidate will have a proven track record of success in fundraising within non-profit, philanthropic or educational environments and will be adept at building and maintaining strong relationships with donors to enhance their engagement, experience, and their giving.

Key Responsibilities:

- **Fundraising:**
 - Identify, cultivate, and solicit new and existing donors to secure unrestricted gifts and meet the annual campaign goal each year.
 - Assist with planning and execution of the comprehensive annual development revenue plan.
 - Plan and execute fundraising events to meet and exceed financial goals.
- **Donor Management:**
 - Develop and maintain strong relationships with new and existing donors.
 - Enhance donor engagement and experience through strategic initiatives and implementation of the annual development plan.
 - Organize and manage donor appreciation and stewardship events to increase donor retention and gift level.
 - Coordinate key components of the annual fund campaign, including all donor communications such as direct mail and email appeals, Board and

Volunteer Phone-a-thons, Thank-a-thons, incentives and year-end appeals, Giving Tuesday, and more.

- Grants Management:
 - Maintain a grants calendar to meet application and reporting deadlines for a wide range of annual grants from local, state and federal funders.
 - Work with the President and Director of Finance to write and prepare quality grant application narratives and project budgets.
 - Research potential new sources of grant funding.
- Event Management/Communications:
 - Oversee major special events, including InterMission/Ruth Holmberg Arts Leadership Awards and other donor appreciation or engagement events.
 - Write press releases and prepare weekly e-newsletter.
 - Website strategy and development.
 - Liaison to the board's Governance Committee.

Qualifications:

- Bachelor's degree in a related field (e.g., Non-Profit Management, Business Development, Communications).
- Proven track record of successful fundraising in a non-profit, philanthropic or school environment.
- Experience with major gift solicitation and stewardship.
- Strong interpersonal and relationship-building skills.
- Excellent organizational, planning, and event management abilities.
- Ability to work collaboratively in a team environment and manage multiple priorities.

Core Competencies:

- Strategic thinking and planning in fundraising.
- Effective communication and negotiation skills.
- Donor-centric mindset with a focus on engagement and experience.
- Leadership and team management capabilities.

ABOUT ARTSBUILD

At ArtsBuild, we work each day to build stronger communities through the arts with our investments and focus in three main areas - arts access, arts education, and arts leadership - to grow the arts ecosystem in Chattanooga-Hamilton County. Knowing the arts are essential to our lives and the economy, we take our unique role seriously as a grant maker, hub, and advocate for the arts. With the support of many donors and

partners, we can generate resources towards our vision to provide more arts in more places for more people.

SALARY and BENEFITS

ArtsBuild's salary and benefits are competitive and include medical, vision, and dental insurance, an educational stipend, and a retirement plan. Salary: \$60,000 - \$70,000

Interested applicants should email their resume and cover letter to james@artsbuild.com by May 3, 2024. No phone calls, please.