



201 East Davie Street
Raleigh, NC 27601
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Job Posting - Development Director

Reports to: Executive Director

Employment Status: Full-time

Supervises: Development Assistant

FLSA Status: Exempt

Artspace seeks a highly qualified professional to serve as Development Director. The Development Director is responsible for all fundraising efforts, including membership, corporate and foundation relations, grant writing, fundraising events and assisting the Executive Director with the major gifts campaign. The Development Director reports directly to and works closely with the Executive Director and communicates regularly with the Development and Special Events committees of the Board of Directors.

Primary Responsibilities:

Fundraising. Plans, directs and implements a comprehensive development program that generates income from individual donors, corporations, foundations and special events.

- Leads research to identify, prioritize, cultivate, solicit, recognize and steward all individual donors and prospects
- Manages individual donor campaigns, including membership renewals and special appeals
- Manages a portfolio of major donors and prospects and assists Executive Director and Development Committee with portfolio management and all solicitations
- Working with Executive Director and program staff, prepares letters, grant proposals and other reports or materials needed for effective cultivation and solicitation of foundation and corporate prospects
- Maintains an accurate grants calendar, prepares proposals, tracks and reports on all grant-funded programs
- Oversees Development Assistant and Special Events Committee(s) in planning annual fundraisers (i.e. Collectors Gala and spring event)
- Collaborates with staff to ensure that publications and website include donor-focused content
- Assists Executive Director in working with board to enhance development efforts

Management/General. Performs general management responsibilities, including annual plans, budgets, reports, and evaluation and oversight of gift tracking systems.

- Prepares annual development plan to correspond with organizational budget outlining revenue and expenses; monitors progress against goals and produces monthly reports
- Prepares and updates development long-range plan along with Executive Director and Development Committee
- Supervises the Development Assistant, specifically in regards to event planning, donor communications, donor/gift tracking, and volunteer management
- Along with staff and Board, represents Artspace at public events, conferences, workshops, and media events
- Works as an effective and proactive team player

Qualifications:

A bachelors degree is required and a graduate degree in arts administration or non-profit administration is preferred. Candidate must have five-plus years professional experience in development and donor relations in a leadership capacity.

Experience in prospect research, strong written and oral communication skills, grantwriting and proposal preparation experience, knowledge of North Carolina's philanthropic community, and strong organizational and computer skills are necessary. Candidate must be comfortable working in an active office environment, and attentive to detail and follow-through. Major gift campaign experience is a plus. The position involves occasional weekend and evening hours.

Salary commensurate with experience and includes a great benefit package, opportunities for professional growth and development.

Please send cover letter, resume, 3 professional references, and salary requirements to: Development Director Search Committee, Artspace, 201 E Davie Street, Raleigh, NC 27601 or e-mail to mpoole@artspacenc.org. No phone calls or e-mail inquiries regarding the status of your application. Position will remain open until filled.