



**Marcus Performing Arts Center
Position Description**

Job Title	Director of Development
Department	Development
Reporting To	VP of Development
FLSA Status	Exempt
Employment Status	Full-Time
Direct Report(s)	Sr. Manager of Development & Media Relations and Development Associate

JOB SUMMARY

The Director of Development creates fundraising strategies, tactics and campaigns that achieve Marcus Performing Arts Center's annual philanthropic goals to support our mission of community engagement that will attract individuals to our venue and inspire life-long engagement in the arts. Plan, manage, and implement activities that increase, diversify, and sustain philanthropic support from individual donors, foundations, corporations, and government entities.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- In collaboration with the Vice President of Development, develop and implement annual campaign fundraising strategies and five-year plan through Annual Fund, Corporate Sponsorships, Foundation/Grant writing, and special event divisions.
- Manage relationships with a portfolio of institutional funders including producing grant applications, reports, presentations, invitations, and other correspondence associated with cultivating and soliciting funders, as well as leading the planning and execution of site visits, meetings, and events.
- Expand and diversify foundation and institutional donor pipeline and work closely with other team members to secure funding for existing and new initiatives.
- Direct the planning, organization, solicitation of sponsorships, and budgeting of the annual BASH-the Marcus Center's largest fundraiser.
- Develop donor engagement and stewardship tools, including messaging and collateral.
- Manages the processing of estate gifts, oversees the charitable gift annuity program and monitors open estates and trusts. Assists with creation of endowments.
- Collaborate with the marketing department to develop institutional messaging that highlights various development campaigns to meet short term and long-term goals.
- Manage development department expense budget.





- Provide direct supervision, coaching and training for the Development Team. Work closely with team members to develop relevant protocols and procedures and create more efficient systems.
- Actively develop team members, empowering individuals, promoting collaboration, removing barriers, achieving results, showing recognition and appreciation to attract and retain diverse talent.

This job describes the general nature and scope of responsibilities for this position. Please note other duties and responsibilities may be assigned or removed at any time.

QUALIFICATION REQUIREMENTS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or abilities required.

Education and Experience

- 5 to 7+ years of progressively responsible experience in non-profit institutional fundraising
- Previous experience in the performing arts preferred.
- At least 2 years of team management experience

Knowledge, Skills and Abilities

- A commitment to the arts and arts education
- Ability to be appreciative of diverse perspectives, and a commitment to the organization's initiatives regarding racial equity, diversity, and inclusion (REDI)
- Demonstrated experience and success cultivating, soliciting, and stewarding gifts from foundation and corporate funders; proven relationship management skills
- Technical knowledge of charitable planning vehicles, including financial and tax implications, and the ability to present them effectively to others.
- Capacity to be creative, take initiative and exhibit resilience.
- Thorough knowledge of ethical guidelines, professional standards and federal, state and local laws, rules and regulations pertaining to gift planning.
- Deep knowledge of institutional fundraising landscape and trends
- Ability to represent the organization to prospective and current funders.
- Superior written, verbal, and interpersonal communication skills
- Demonstrated strategic planning and goal-setting skills
- Proficient in data analysis and using data insights to drive action



- Shown strength in project plan development, management, and execution; an ability to drive complex, multi-faceted projects forward to deliver results on time
- Demonstrated proficiency using the Microsoft Office (Excel, Access, PowerPoint and Word) or similar products.

WORK ENVIRONMENT / JOB SPECIFICATIONS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Primarily perform work in a shared office environment. While performing the duties of this job, the employee is required extensively to sit and operate, handle or touch objects, tools or controls. Occasionally move around the office and access or use computers, office equipment, and other pertinent supplies, space or equipment used to perform the duties of the position. Work with frequent interruption. The employee is frequently required to talk or hear and requires close vision. The employee is occasionally required to stand, walk, stoop, kneel or crouch and lift up to 20 lbs. Must have reliable transportation to travel to offsite businesses for events, programs, meetings, etc.

The noise level in the work environment is usually quiet.