



**TITLE:** Director of Development  
**DEPARTMENT:** Fundraising  
**REPORTS TO:** Executive Director  
**FLSA STATUS:** Full-time/Exempt—40 hours per week  
**SCHEDULE:** Monday-Friday, with occasional evenings and weekends for events  
**SALARY:** \$39k-41,600 DOE. Eligible for either employer-based health insurance (65% of premium covered by DAC) or a monthly wellness bonus. Annual paid time off includes 2 weeks vacation within the first year, 10 federal holidays and 2 personal days.

**DEADLINE:** Monday, May 1, 2017

### APPLICATION INSTRUCTIONS

Interested candidates should submit the following via email, **preferably in a single PDF** file titled: *Last Name\_First Name\_Development*. Submit to ATTN: Cristie Scott, Executive Director, [cristie@durangoarts.org](mailto:cristie@durangoarts.org) with the subject line *Development / Your Name*.

- Cover letter (1 page max)
- Resume or curriculum vitae (2 pages max)
- Writing sample of a grant narrative requesting support for an arts program (see attached for info)
- Up to three professional references

Thank you in advance for your interest in working at the Durango Arts Center.  
Due to the volume of applicants, only candidates who will be invited to interview will be contacted.

### SUMMARY OF POSITION

The Durango Arts Center (DAC) seeks an outstanding, innovative and dynamic fundraising professional for the position of **Director of Development (DD)**. Working closely with the Executive Director and Board of Directors, the DD supports DAC's success by engaging current and potential supporters in managing a diversity of fundraising initiatives. The DD must have the ability to conceive, assemble and manage DAC's fundraising scope from beginning to end. DAC, a decades old nonprofit arts organization, receives no major public funding for operations. Therefore, the DD candidate must have achieved results in revenue generation for a nonprofit organization, including such activities as grant writing, special events, devising innovative cultivation opportunities and building internal and external relationships. He or she will act as the staff liaison to the Fundraising Committee to support DAC's major events. The DD also leads sponsorship acquisition and provides team support to the coordination of the Durango Autumn Arts Festival. DAC's 2017 fiscal budget is \$740,000 with 63% cultivated through earned revenues: rentals, registration fees, artwork sales, bar, performance and event admissions. The DD is responsible for a strategic fundraising plan to account for generating approximately \$182,000 of contributed income through foundation grants, corporate sponsorships, private donor gifts and annual giving campaigns, including Colorado Gives Day. The DD also provides strategic guidance and support to the success of DAC's membership program, which contributes over \$60,000 in contributions annually.

### DESIRED QUALIFICATIONS

The successful candidate will have a minimum of 3 years' experience working for a nonprofit, preferably an arts organization in the activity of **generating revenues**. He or she will have graduated from an accredited 4-year college, or equivalent in training and work experience that equates to an advance degree.

- Highly organized, detail oriented, results-driven and able to manage multiple tasks and meet deadlines.
- Experience in creating a strategic approach for nonprofit fundraising with built-in assessments to determine progress and success.
- Proven achievement in multiple aspects of generating revenue, including annual fund campaigns, grants, major gifts and in-kind support.
- Strong leadership and interpersonal skills; able to work productively with fellow colleagues or independently.
- A genuine interest and enthusiasm for the arts (visual and performing).
- Outstanding communications skills, both written and oral.
- Experience working with volunteer boards and volunteers who may assist in the identification, cultivation and solicitation of gifts.
- Experience in coordinating events for cultivation and donor appreciation.
- Willingness to spend time outside of the office environment in order to interact with relevant individuals and groups who are instrumental in the development process.
- A self-starter with the ability to initiate and follow through on new projects.
- Proficiency in email communications and a mastery of Microsoft Office (Word/Excel/PowerPoint) or the equivalent is required. Familiarity with email marketing platforms (i.e., Mail chimp) is highly preferred.
- Extensive experience in database management with the intention of sourcing and tracking donor prospects. DAC uses Art Center Canvas as donor management software.

## ESSENTIAL JOB FUNCTIONS

### I. RESOURCE DEVELOPMENT (60% of time)

- **(PRIORITY)** Prepare grant applications for operational support, as well as programs—Exhibits, Education and Theatre; track and lead all reports on executed grants.
- **(PRIORITY)** Work closely with the Executive Director and board of directors to advance unrestricted giving and solicit gifts at all levels, particularly increasing contributions in the 4- and 5-figure \$range.
- Research, identify, cultivate and steward donor prospects, including individuals, foundations and businesses for sponsorship of programs.
- Lead and nurture relationships with long-term donors to ensure continued engagement and support of DAC.
- Supervise and provide strategic guidance to the Administrative Operations Coordinator to promote and grow membership base, refining benefits, decreasing lapsed renewals and overseeing annual campaigns.
- Serve as staff liaison for Development Committee and provide leadership in special fundraising events.
- Serve as a team member on the Durango Autumn Arts Festival staff committee; secure all cash sponsorships and in-kind support and assist with planning and logistics.

### II. PUBLIC OUTREACH (30% of time)

- In concert with the Marketing Coordinator, assist with public outreach activities including public relations, promotions and special events (major donor functions, annual meeting, special events).
- Represent DAC at appropriate public functions.
- Provide guidance on promotional materials to members and donors, such as DAC's annual report and other printed materials. Contribute copy to membership newsletter *Artsline* highlighting recent donor activities.
- Refine and oversee processes for online giving at [www.DurangoArts.org](http://www.DurangoArts.org).
- **[Colorado Gives Day]** Manage annual update of DAC's profile, define messages, direct marketing materials and acknowledge donations with the Executive Director.

### III. ADMINISTRATION (10% of time)

- Annually, work with the Executive Director to develop and drive an annual development plan that supports program and operation budget goals.
- Prepare for Executive Director signature all acknowledgement letters for donations, sponsorships and grants received, as well as membership contributions at \$100+ level.
- As per DAC's strategic plan, attend quarterly board meetings to share updates and motivate board involvement. Meet annually with individual board members to assess level of giving and/or engagement in fundraising.
- Prepare monthly status reports of fundraising efforts to be reviewed with the Executive Director and board.
- With support of Administrative Operations Coordinator, maintain donor records within DAC's CRM system, Art Center Canvas.

*This job summary is not to be interpreted as all-inclusive; rather it aims to identify essential functions and qualifications of the Director of Development position. Applicants may be required to perform job-related responsibilities and tasks other than those stated above; certain functions not explicitly mentioned in this description are nevertheless understood to be essential to the position.*

## CONDITIONS & ORGANIZATIONAL CULTURE

The Durango Arts Center will provide employees with an appropriate office and office equipment. Employees may be subject to prolonged periods of sitting during normal office days. DAC is a fast-paced, convivial work environment and this position will interact with fellow program and leadership staff, board members, donors, business owners, artists and the general public. DAC is physically located in downtown Durango, CO within a historical 14,400 sq. foot facility that was once a car dealership.

## ABOUT THE DURANGO ARTS CENTER

The Durango Arts Center is a nonprofit visual and performing arts organization located in Southwest Colorado that enriches the community through innovative visual and performing art, and arts education. DAC advances appreciation and participation in the arts as a cultural leader in the region. Annually, DAC coordinates over 80 community events, such as exhibit receptions, theatre performances, artist lectures, film screenings and the region's largest outdoor fine arts and fine craft showcase, the Durango Autumn Arts Festival, which welcomes over 7,000 guests to downtown Durango. The exhibits and artist services program engages over 500 visual and performing artists, and DAC education enrolls an average of 1,300 children, youth and adults. DAC presents 4-5 theatre productions annually to 5,000 patrons, and the theater serves an event venue to over 60 organizations businesses. Please visit our website for more information on programs, services and events: [www.durangoarts.org](http://www.durangoarts.org).

### NOTE TO CANDIDATE:

DAC is an equal opportunity employer and does not discriminate against employees or applicants on the basis of age, color, disability, gender, national origin, political affiliation, race, religion, sexual orientation, veteran status or any other class protected by law.

## **WRITING SAMPLE**

*Must be submitted with initial application materials of resume, cover letter and references, or candidate will not be considered for interview.*

The following is requested as an example of writing ability for the purpose of funds development (i.e., grant). Emphasis will not be so much on accuracy of information included in your narrative, rather your skill level for establishing a compelling need for funding.

**Task:** Draft a concise grant narrative requesting support for DAC's programs, Girls' Opportunities through Arts and Leadership (GOAL). The request can be for scholarships or general program support. More information about GOAL can be found on our website here: <http://durangoarts.org/arts-education/>

**Grantor:** Foundation (private)

**Max page length:** 2 pages

Please submit your writing sample along with all application materials, preferably in a single PDF, file titled: *Last Name\_First Name\_Development*.