



TITLE: Development Director (Full Time, Exempt)

SUMMARY:

The Development Director plans and executes comprehensive, mission-driven, development & communications across the organization, focused on growing resources and program capacity. The Development Director has the operational responsibility of fundraising, public relations, and relationship building activities through creatively sharing the ACT story and experiences. The Development Director reports to the Executive Director.

ABOUT ARTISTS CREATING TOGETHER:

Artists Creating Together is a non-profit organization whose mission is to empower people with disabilities to learn, grow, and celebrate through the arts.

RESPONSIBILITIES:

Fund Development (60%)

- Direct fund development efforts to ensure stable revenue streams to support all programs and operations of the organization. Secure funding through grant proposals, annual appeals, special events, sponsorships, and other donor cultivation efforts
- Partner with Executive Director in establishing and cultivating relationships with foundations, individuals, organizations, and corporations
- Ensure proper donor stewardship via acknowledgements, thank you correspondence, and feedback regarding the impact of contributions
- Utilize an experience-sharing and storytelling model as a creative way to recruit, retain, and engage our supporters
- Manage grant proposals and report requirements; occasionally directing the work of a grant-writing contractor

Public Relations, Marketing, and Communications (15%)

- Develop annual plan to execute all aspects of electronic and print communications
- Share the impact of ACT's mission through unique and interactive outlets, including but not limited to newsletters, email marketing, social media, and organization website
- Support programs and services through outreach and strategic communications

Event Management (20%)

- Plan and execute fundraising events; including the *We Are All* Auction, fundraising luncheon, and other development-driven events
- Support program events via sponsorship and individual donations; including ACTion Art Exhibit and Creativity & Ability Festival
- Collaborate with committee and volunteer support to execute all special event efforts

Administrative & Fiscal Oversight (5%)

- Prepare and manage fundraising annual target by monitoring budgeted revenues
- Establish annual development plan in relation to organizational goals
- Communicate goals and progress to Board of Directors

Supervisory Roles

- Supervise the work of 1-2 college interns per academic semester
- Direction of contractors to support development efforts

QUALIFICATIONS



Required Qualifications & Experience

- Bachelor's degree in communications, business administration, nonprofit leadership, or a related area; successful experience exceeding 8 years can substitute a degree
- Minimum 3 years successful experience in development strategies; including strengthening a donor base, raising funds, donor development/retention, and other fundraising vehicles
- Working knowledge of budgeting and non-profit accounting
- Proficiency in use of Microsoft office
- Experience managing a donor database
- Strong written and verbal communication skills; a persuasive and passionate communicator with excellent interpersonal skills; a true relationship builder

Preferred Qualifications & Experience

- Strong marketing experience and demonstrated ability to engage a wide range of stakeholders
- Familiarity with Salesforce or other CRM/database
- Previous supervisory experience

Skills & Characteristics

- Commitment to the vision/mission of ACT
- Understanding of disability and arts community issues and trends preferred
- Understanding of the West Michigan philanthropic community
- High ethical standards with the ability to be a steward of financial resources
- Ability to work with and connect with others of diverse backgrounds and experiences
- High-energy, detail-oriented, self-starter, independent worker
- Ability to handle multiple tasks and priorities in a fast-paced office
- Commitment to sharing ACT's story through unique, experience-driven outreach, and networking

Additional

- Local travel required; must hold a valid driver's license and have own transportation
- Extensive communication required (verbal and written): Requires use of computer/keyboard. Must have good vision and be able to hear
- Some sitting, standing, and lifting required (up to 20lbs)
- Evening and weekend hours required; varies based on pre-scheduled events and programs; varies by season