

JOB TITLE: Senior Director of Development
JOB STATUS: Full-Time Exempt Position with Benefits
REPORTS TO: Executive Director

Overview

The Senior Director of Development directs Centrum's annual fundraising programs, including major and annual giving from individuals; government and private foundation grants; corporate sponsorships; and special events. As part of the leadership team, this position contributes to the development, improvement and implementation of strategies, systems, and practices that support Centrum's mission. This position also interacts with the Board of Directors and is asked to attend board meetings and meetings of the finance and development committees.

Benefits

Centrum offers a benefits package that includes health insurance, paid holiday, paid sick and vacation leave, and flexible work arrangements. Staff and members of their immediate family may participate in Centrum workshops free of charge.

Essential Functions

General

- In cooperation with the Executive Director, plan and administer annual operating budget for the Development Department.
- Supervise Development team including an Annual Fund Manager, Development Associate, Development Manager, and Development Officer.
- Responsible for the management and oversight of Development team from regular team meetings to annual performance evaluations.
- Assist Human Resources with recruiting for open positions, setting compensation levels, onboarding, and team development.

Planning and Analysis

- Create and implement annual organization development plan and calendar.
- Develop and implement fundraising strategies in keeping with Centrum mission and goals.
- Manage and utilize Board of Directors in development efforts.
- Work collaboratively with staff to identify avenues of economic support for programs.
- Oversee donor database (Raiser's Edge) and records management.
- Utilize Raiser's Edge to analyze/improve effectiveness of individual donor identification, cultivation, solicitation, and stewardship at all levels of giving.

Major Gifts/Annual Fund

- In collaboration with the Executive Director and utilizing database tools, plan, develop, and execute strategies to secure private donations; identify, cultivate, solicit, and steward major gift prospects, always with an eye to increasing involvement and upgrading gifts.

- Direct and manage donor acquisition and renewal campaigns for individual gifts through direct solicitations, mail, e-mail, crowdfunding, and other methods.
- Identify and utilize resources including artist faculty, staff, volunteers, publications, and the Internet to identify linkage, ability, and interest of major gift prospects.
- Ensure that benefits of providing financial support are fulfilled at all donor levels.

Special Events for Cultivation and Fundraising

- Plan and implement special events for cultivation purposes which includes events offered as a benefit of providing financial support, and receptions after concerts, performances, and literary readings.
- Produce annual Gala, directing development staff and coordinating with Board of Directors, Executive Director, Director of Operations, and Finance Director.

Grants and Sponsorships

- Design, implement, and manage a comprehensive development plan that expands and enhances corporate, foundation, and government relationships and results in increased financial support.
- Develop highly competitive proposals for corporate and foundation prospects and leverage diverse corporate and foundation goals and preferences in conjunction with Centrum goals.
- Maintain relationships with corporate, foundation, and government representatives, creating compelling presentations and comprehensive fundraising proposals.
- Monitor proposal and final report deadlines, prepare and edit proposals and final reports, and manage proposal and final report submissions.

Planned Giving

- Manage *Crescendo Interactive* subscription to promote planned giving opportunities.
- Respond to requests for planned giving information.

Other Duties

- Overall support of events at Centrum.
- Other duties as assigned and developed in collaboration with the Executive Director.

Qualifications

- Ideal candidate will be able to articulate practical development experience working within a system that maximizes staff input and involvement in attaining annual goals.
- Bachelor's degree required; Master's degree preferred.
- Six to ten years fundraising experience, including grant writing, corporate sponsorships and leadership experience in a Development Department, required.
- Two years supervisory experience.
- Experience in and the ability to thrive in a deadline driven environment while handling multiple priorities.
- Fluent in MS Office, with the willingness to engage with new technologies
- Adept with *Raiser's Edge* or other online donor software.
- Must be willing and able to work weekends and evenings when needed.

Revised: September 5, 2021

Core Competencies

- Experience and confident in building strong relationships specifically with donor and board of directors.
- Broad knowledge of fundraising strategies and techniques.
- Strong leadership skills and work ethic.
- Excels at establishing priorities, meeting established deadlines and goals.
- Handles confidential and sensitive situations or information with diplomacy and tact; excels in interpersonal interactions
- Team player, adept at building teams and developing staff
- Superior writing, composing, proofing materials

Centrum is an Equal Opportunity Employer

Senior Director of Development

PHYSICAL REQUIREMENTS AND POTENTIAL HAZARDS

The following identifies the physical demands and potential hazards typically encountered by this position. The information is necessary in part to ensure compliance with the Americans with Disabilities Act and the OSHA Blood borne Pathogens Standards. These can reasonably be anticipated in the normal and customary performance of the essential functions of your work.

NA: Not applicable, not required of this position.

NE: Requirement is present but is not essential to the position.

O: Occasional, up to 33 percent of the time and essential to the position. (For example, a lifeguard swims only occasionally, but it is essential that a lifeguard be able to swim.)

F: Frequent, 34-66 percent of the time.

C: Continuous, over 66 percent of the time.

| | NA | NE | O | F | C |
|---|-----------|-----------|----------|----------|----------|
| Sitting | | | | X | |
| Walking | | | | X | |
| Standing | | | | X | |
| Running | | X | | | |
| Bending or twisting | | | X | | |
| Squatting or kneeling | | | X | | |
| Reaching above shoulder level | | | X | | |
| Climbing (e.g. stairs, ladders) | | | X | | |
| Driving cars, light duty trucks | | | X | | |
| Driving heavy duty vehicles | X | | | | |
| Repetitive motion of hands/fingers | | | | X | |
| Grasping with hand, gripping | | | X | | |
| Lifting/carrying 10-25 pounds | | | | X | |
| Lifting/carrying 26-50 pounds | X | | | | |
| Lifting/carrying more than 50 pounds | X | | | | |
| Pushing/Pulling | | | X | | |
| Using Foot Controls | X | | | | |

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| | NA | NE | O | F | C |
|--|----|----|---|---|---|
| Work in/exposure to inclement weather | | | X | | |
| Work in/exposure to cold water | | X | | | |
| Exposure to dust, chemicals or fumes | | X | | | |
| Work/live in remote field sites | X | | | | |
| Use of hazardous equipment (e.g. guns, chainsaws, explosives) | X | | | | |
| Swimming, scuba diving | X | | | | |
| Work at heights (e.g. towers, poles) | X | | | | |
| Exposure to infection, germs or contagious diseases | | X | | | |
| Exposure to blood, body fluid, or potentially contaminated materials | | X | | | |
| Exposure to needles or sharp implements | X | | | | |
| Use of hot equipment (e.g., ovens) | | X | | | |
| Exposure to electrical current | | X | | | |
| Seeing objects at a distance | | | | X | |
| Seeing objects peripherally | | | | X | |
| Seeing close work (e.g., typed print) | | | | X | |
| Distinguishing colors | | | | | X |
| Hearing conversations or sounds | | | | | X |
| Hearing via radio or telephone | | | | X | |
| Communicating through speech | | | | | X |
| Communicating by writing/reading | | | | X | |
| Distinguishing odors by smell | | X | | | |
| Distinguishing tastes | | X | | | |
| Exposure to wild/dangerous animals | X | | | | |
| Exposure to insect bites or stings | | X | | | |
| Work/travel in boat/small aircraft | X | | | | |
| Exposure to aggressive/angry people | | | X | | |
| Restraining/grappling with people | X | | | | |

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|---------------|-----------|-----------|----------|----------|----------|
| Other: | | | | | |
| Other: | | | | | |

Items checked above must be consistent with tasks listed.

Are there any other physical or mental requirements of this position not addressed above?

I have read and understand the physical requirements and potential hazards of this position and am able to perform the physical requirements as stated above with or without reasonable accommodation.

Employee Signature

Date