



## Job Description

### Director of Development

The Arizona Academy of the Performing Arts is seeking a motivated, organized, and people-oriented person to serve as the Director of Development. The person filling this position will have overall responsibility for all private fundraising activities, including identification, cultivation, and solicitation of individual major gifts; corporate and foundation grant writing; fundraising events; social media and direct marketing programs, as well as all other related campaigns and events. This position reports to the Executive Director.

### POSITION DETAILS:

The Director of Development is a full time, salaried position with the capability of working remotely part of the time.

Work may involve occasional nights/weekends.

Should be located in the greater Phoenix area.

Must have reliable transportation and be able to attend meetings & events.

May be asked to travel on occasion.

Salary commensurate with experience

### RESPONSIBILITIES:

- Develop, implement, and manage all activities related to Development
- Create, maintain, and manage the Development budget
- Develop and implement annual plans to achieve The Academy's Development objectives
- Oversee annual fundraising strategies including but not limited to events, annual giving, campaigns and planned giving.
- Create reports as required by the Executive Director that accurately reflect caseload activity and performance.
- Development appropriate cultivation strategies for donor prospects. Establish and maintain a donor cultivation cycle and gift stewardship program to ensure that new donors are stewarded and have opportunities to increase their level of support annually.
- Manage the Customer/Constituent Relationship Management (CRM) system.
- Collaborate on the preparation, writing, submission and follow-through of grant applications. Prepare all supporting documentation required for a successful grant submission and follow up reports.
- Be a resource and support other fund development activities and staff who are

managing other prospects related to outreach, marketing, and social media.

- Exhibit professionalism, timeliness, accuracy, and excellent judgment to achieve the highest professional standards.
- Identify and solicit high-level corporate sponsors.
- Build new and strengthen existing relationships among donors across a wide variety of backgrounds including individual (alumni, parents, fans), corporate, and foundation donors.
- Assist Executive Director with development and management of community relationships within multiple municipalities.

#### **DESIRED QUALIFICATIONS:**

- Two to five years successful experience in fundraising and/or campaign management as an employee or key volunteer in a leadership position.
- Experience in youth development, performing arts, social service, and/or education preferred.
- Bachelor's degree: preferably in Marketing, Communications, Public Relations, Business, or related field.
- Proven Track record of raising funds from individuals, corporations, and foundations.
- Demonstrated leadership with strategic, policy, and budget planning experience.
- Excellent understanding of principles and techniques of Fund Development activities, including annual giving, planned giving, and event planning.
- Experience in the design and implementation of cultivation, solicitation and stewardship strategies for prospects.
- Ability to manage multiple projects simultaneously and adapt to changing environments and priorities.
- Strong interpersonal, organizational, networking, facilitation and management skills.
- Ability to work both independently and within a team-oriented structure.
- Strong verbal and written communication skills, including public speaking, negotiations, and effective communication with diverse audiences including the ability to speak persuasively.
- Internet research savvy with fluency in database work; experience with direct mail programs.
- Innovative and entrepreneurial mindset and approach, including solutions to complex issues. Exercise good judgment and decision making. Ability to work well under pressure. Ability to reason, think creatively, and problem solve.
- Ability to maintain absolute confidentiality and professionalism in appearance, attitude and presentation.
- A self-starter with the ability to work productively and meet benchmarks and goals timely and without day-to-day supervision.