

SculptureCenter
Job Title: Development Director

Position Summary

As part of the senior management team, the Development Director will work closely with the Executive Director and Board of Trustees to strengthen financial capacity in order to protect artistic risk-taking, ensure balanced budgets, and lay a foundation for long-term financial stability. The Development Director is responsible for the design, implementation, and administration of all fundraising initiatives including government grants, foundation and corporate support, individual giving, events, and aspects of earned revenue.

Specific Duties and Responsibilities

Create and implement an annual fundraising plan that supports SculptureCenter's operating budget and special projects.

Identify, research and track donor prospects (foundation, individuals, corporations and government agencies), and work with trustees and staff to develop and solicit those prospects. Establish and implement donor recognition and stewardship programs, including a new upper level patron program.

Establish and maintain relationships with program staff at foundations, government agencies, and corporations,; research and write funding proposals including budgets, manage contracts, process and acknowledge payments, ensure proper crediting, compile final reports, respond to requests for information in a timely and professional manner. Supervise freelance grantwriter on specific limited projects.

Work with Executive Director and Board leadership to develop and execute a \$1.5 million capital campaign including individuals, foundations, government and an art auction.

Act as staff liaison to the Development Committee of the Board, scheduling meetings, reporting on goals, working with individual Trustees on cultivation and solicitation of their contacts.

Write and edit proposals and presentations to potential donors and prepare reports and acknowledgements for funders. Review all development related external correspondence and website content before dissemination.

Participate in strategic planning and special projects as required.

Qualifications

1. B.A. and a minimum five years of increasingly responsible experience in fundraising, preferably in a museum or other cultural organization.
2. Excellent verbal, analytical and research skills. Ability to craft clear and compelling written proposals is essential.
3. A proven ability to develop and manage fundraising strategies for the public and private sectors (individuals, foundations, government, and corporations)
4. Substantive experience with successful major gift and preferably capital campaigns
5. Outstanding written and oral communication skills;
6. Familiarity with and appreciation of the visual arts.

To apply: Send cover letter, resume, and three references to: jobs@sculpture-center.org with Development Director in the subject line.