



## **Director of Philanthropy Job Description**

### **About Arts+**

Founded in 1969, Arts+ is a music and visual art nonprofit organization that envisions the transformative impact of arts education illuminating every corner of the Charlotte region. Its goal is to make outstanding arts education available to students of all ages, skill levels, and socioeconomic backgrounds. From private lessons to summer camps to community outreach programs, Arts+ strives to help each student unlock their full potential through the power of arts education.

Arts+ is embarking on a transformative period, entering into a capital campaign to raise significant funds to create an arts campus in the Plaza Midwood neighborhood. The Director of Philanthropy will play an integral role by managing the annual operating initiatives while having the opportunity to be exposed to and a part of a capital campaign.

### **Position Purpose**

The Director of Philanthropy will foster a culture of philanthropy within the organization by leading and implementing strategies to grow contributed revenue. In this role, the Director of Philanthropy leads all annual revenue activities for Arts+ including annual fund, grant writing, stewardship activities, corporate sponsorships, and special projects. This is a writing-intensive position responsible for solicitations, proposals, reports, and acknowledgments. The Director will collaborate across departments and work closely with the Board of Directors in fundraising and stewardship activities.

### **Primary Responsibilities**

#### **Fund Development:**

Create and implement a comprehensive development plan that includes both broad strategies to accomplish fundraising goals and micro-level systems and procedures for implementation. Develop a balanced funding mix of donor sources and solicitation programs tailored to the organization's needs that will enable it to attract, retain, and motivate donors. Help establish performance measures, monitor results, and evaluate the development program's effectiveness.

Fund development includes:

- **Directing the annual fund** including our two giving circles, Continuo (leadership donors of \$1000+) and Creative Makers (reoccurring donors). This will entail direct mail, email, and social

media solicitations, working closely with the communications manager and the operations coordinator for execution.

- **Managing institutional relationships and grant processes.** This includes running the grant process from beginning to end, including compiling program information, writing grant applications, filing required reports, maintaining calendars, and tracking information in a timely and effective manner while maintaining a current portfolio of organizational grants and actively researching new grant opportunities.
- **Handling corporate sponsorships.** This includes working with the Board to research, identify, solicit, and steward annual corporate donors, ensuring all benefits are being delivered.

#### **Donor Relations and Stewardship:**

Develop, maintain, and strengthen relationships with donors—individuals, foundations, and corporate supporters. Work closely with the Executive Director and the Associate Executive Director to develop and manage a portfolio of prospects. Assure maintenance of accurate donor records, gift management systems, and information reports. Oversee the design and implementation of acknowledgment and recognition programs including events. Work with the board and staff on stewardship initiatives. Appropriately represents Arts+ to donors, prospects, volunteers, and the general public. Ensure compliance with all relevant regulations and laws.

#### **Key Relationships:**

Work closely across departments to collect data and stories for proposals, reports and stewardship activities. Collaborate with the Associate Executive Director, Executive Director, Board, and relevant committees to facilitate the involvement of the Board and other volunteers in fundraising and stewardship.

Act as a spokesperson for the organization. Engage in networking opportunities and play a leadership role in the community that will create a greater awareness of Arts+ and increase its reputation in the community.

#### **General Responsibilities are included but not limited to:**

Work with the Associate Executive Director in the creation of the development annual budget and manage the department's annual operating budget. Additionally, the Director will monitor program budgets to ensure philanthropic dollars are being used in accordance with donor intent.

Play a role in the organization's strategic planning process, concentrating on building a development operation to significantly increase fundraising success year to year.

Be an active participant on the Directors' Team, helping to shape the organization to best serve our community.

Maintain a working knowledge of best practices by staying up-to-date on fundraising trends and regularly participating in appropriate professional development; implementing these trends at Arts+ as appropriate.

#### **Qualifications**

- Five or more years of nonprofit fundraising experience

- Bachelor’s degree required, Master’s degree and CFRE preferred
- High-level development/fundraising skills including how to cultivate and steward prospects, research and write grant proposals, and build relationships with institutional and governmental funders
- Excellent writing ability and interpersonal skills
- Track record of meeting or exceeding annual fund goals (individual, corporate, and foundation)
- Experience developing solid working relationships with Board members and donors
- Strong financial management skills, including analysis, decision-making, and reporting
- Adheres to the Association of Fundraising Professionals’ Code of Ethics and “Donor Bill of Rights”
- Committed problem-solver who thrives on finding, developing and securing gifts
- A proven ability to work collaboratively and thoughtfully as part of a collegial team
- Ability to manage multiple tasks simultaneously while being adaptable to changing work environments, work priorities, and organizational needs
- Well-organized with exceptional attention to detail
- Professional maturity, sound judgment, and integrity
- Highly motivated, self-directed, productive, and proactive
- Sophisticated computer skills including CRM/database experience (Word, Excel, Outlook, and PowerPoint required, eTapestry preferred)
- Personal commitment to accessible arts education
- The Covid-19 vaccination is required as a condition of employment

**Status** Full-time, exempt, salaried, benefits eligible  
 Standard business hours, evenings and weekends as needed  
 Hybrid work environment with two remote work days a week  
 Reports to the Associate Executive Director  
 Salary \$80,000 -\$90,000, commensurate with experience

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