

## OVERVIEW

McColl Center is a nationally acclaimed artist residency and contemporary arts hub in Uptown Charlotte, North Carolina. We are where artists and people who care about them converge, connect, and thrive. As a hub for creativity and a catalyst for growth, McColl Center is committed to putting artists first, supporting them throughout their careers with artist studios, access to modern equipment and tools, entrepreneurship programs, and 5,000 SF of gallery space to exhibit and sell work.

As a team, we embrace diversity, equity, inclusion, and access as core values and a strategy to advance artists and community. We strive to create a welcoming space for everyone by respecting the creativity, ideas, beliefs, cultures, identities, and lived experiences of all artists, volunteers, stakeholders, visitors, staff, and partners, and assume the good intentions of those with whom we collaborate and interact.

## THE OPPORTUNITY

The Philanthropy Officer engages in and has responsibility for all facets of the donor development cycle in support of McColl Center's dynamic residencies, events, programs, and workshops. The Philanthropy Officer will work with the President + CEO to create the strategy and executable plans to maintain and grow individual giving. Additionally, this role will partner with colleagues to strategize and work toward McColl Center's corporate giving and grants goals.

The Philanthropy Officer will join McColl Center at an exciting time as the organization continues implementation of its bold strategic plan. This opportunity will be a fit for a candidate who has a strong base of annual fund skills who has a desire to grow their leadership giving experience and assume responsibility for a department. McColl Center is committed to investing in the Philanthropy Officer's professional development by supporting involvement in AFP and other training, engaging a philanthropy coach and mentor for support, and identifying career growth opportunities for the Philanthropy Officer and their staff in the coming years.

## RESPONSIBILITIES

### Individual Donor Cultivation and Solicitation

- Works to cultivate new donors, retain existing donors, and inspire donors to move up the pipeline to major gifts.
- Builds and nurtures long-lasting relationships with the Igniters' community and develops plans to grow this important base of supporters.
- Leads fundraising projects, Igniters' programs, special appeals, and events that support the annual fund.
- Responsible for all levels of direct mail and organization campaigns, including digital appeals and social media strategy.
- Engages with the Board of Directors and the Philanthropy Committee to leverage their support and networks for revenue generation.
- Plans McColl Center's fundraising events to build relationships and secure support, including engaging with artists for commissions and participation.
- Participates in professional development to stay abreast of best practices in the sectors and in philanthropy.

### Data-Driven Decision Making + Management

- Utilizes best practices in donor cultivation, prospect research, and stewardship to ensure the team is well-positioned with ask dates, ask amounts, relevant research, and expected gift close dates.

- Leads the team to ensure the accuracy of gift processing, donor relations, and prospect management records.
- Works with President + CEO to create and monitor annual budgets for contributed revenue and expenses while evaluating monthly accountability reports for organization's fundraising operations.
- Participates in grant writing and reporting efforts in partnership with the President + CEO, Creative and Finance Teams, and contract employees.
- Maintains the highest level of integrity and confidentiality of donor and prospect information.

#### Internal Relations

- Leads, develops and coaches direct report to achieve growth, maintain high morale, and retain talent.
- Works with the Finance Team to reconcile and review advancement financial reports to ensure accuracy of donor contributions and advancement expenses.
- Serves in a leadership capacity on cross-functional teams to implement the strategic plan.
- Provides support for additional McColl Center activities as assigned.

#### **QUALIFICATIONS**

- Three years of development experience preferred with a proven track record in annual fund.
- Emotional intelligence, interpersonal, oral, and written communication skills.
- Minimum of a bachelor's degree or equivalent combination of education, training, and experience.
- Experience writing copy, editing, and proofing letters and donor correspondence.
- Working knowledge of Microsoft applications and CRMs.
- Ability to attend McColl Center events during evenings and weekends as needed.
- The COVID-19 vaccination and boosters are required as a condition of employment.

#### **COMPENSATION + BENEFITS**

- Salary range: \$55,000-65,000 annually.
- McColl Center offers full-time employees a comprehensive benefits program including medical, dental, vision, life, paid time off, and a 403(b)-retirement plan.
- This position is based at McColl Center and eligible for flexible work benefit after 90-days.

**NO CALLS, EMAILS, OR VISITS, PLEASE-** For immediate consideration, please formally apply; <https://cfscsharedservices.isolvedhire.com/jobs/601480.html> and provide a resume and cover letter.

The above statements are intended to describe the general nature and level of work being performed by people assigned this job classification. They are not to be constructed as an all-inclusive list of all duties, skills, and responsibilities of people so assigned. McColl Center will engage in an interactive process with employees requesting medical or religious accommodations.

*McColl Center is an equal opportunity employer. It is our policy to abide by all federal, state, and local laws prohibiting employment discrimination based solely on a person's race, color, religious creed, sex, national origin, ancestry, citizenship status, pregnancy, physical disability, mental disability, age, military status, marital status, registered domestic partner status, gender (including sex stereotyping), medical condition (including but not limited to cancer related or HIV/AIDS status) sexual orientation, or any other protected status except where a reasonable, bona fide occupational qualification exists.*