**JOB ANNOUNCEMENT**

**Title: Development Director at Arts Corps**

**Responsible to**: Executive Director

**Supervises:** Grants Manager and Communications Lead

*Position is open until filled, but priority will be given to applications received by May 23rd, 2016*

**Why Work at Arts Corps?**

Founded in 2000, Arts Corps’ mission is to unlock the creative power of youth through arts education and community collaboration. Arts Corps is a multidisciplinary organization in Seattle that provides free arts learning opportunities to young people from kindergarten through high school. Our programs encompass school-based programs, out-of-school time classes and teen leadership programs with an emphasis on serving low-income youth of color and others facing systemic oppression. Through these programs and local and national leadership, Arts Corps addresses a critical opportunity gap in a region where race is the greatest determining factor in access to arts education.

Arts Corps classes are proven to build imagination, critical thinking, persistence and other 21st Century skills that help young people reach their full potential in school and in life. In 2012, Arts Corps received the highest national award in community arts education, the National Arts and Humanities Youth Program Award from the President’s Committee on the Arts and the Humanities.

Arts Corps has grown significantly over the past several years, and our new development director will have the opportunity to make a profound impact on young people and on the trajectory of this dynamic organization.

Arts Corps is committed to the personal and professional growth of its employees. We work hard to build a supportive, respectful and celebratory community among our staff, board and volunteers, and we have a remarkable retention rate of staff. We look forward to finding the next member of our extended Arts Corps family.

**Job Summary:** The development director will work closely with the executive director and board to build on our current base of support and implement a strategic development plan that generates a diverse base of support from individuals, corporations, foundations and public agencies. S/he will play a key organizational leadership role to mobilize effective development and communications teams that include the executive director, grants manager, communications lead, board members, program staff and volunteers.

**Key responsibilities:**

* Develop, implement and oversee a dynamic individual fundraising plan that includes the annual fund appeal, our annual fundraising event La Festa del Arte, web-based and social networking fundraising and many smaller events throughout the year; engage Arts Corps’ diverse stakeholders in implementing this plan. Collaborate with the executive director and the board of directors to steward major donors as part of these activities and campaigns.
* In collaboration with the executive director and board, manage a major gifts strategy to raise $225,000 in major gifts over the next year from current and new donors. Coordinate and staff quarterly committee meetings, quarterly point of entry event and follow up, and cultivation strategies.
* Support and oversee the development of relationships with and grant proposals to foundations, corporations and public agencies, in collaboration with our grants manager.
* Build an effective development team involving staff, volunteers and board.
* Oversee and inform strategic communication planning and implementation.
* Oversee the development of fundraising and stewardship materials, including annual fund appeal, annual report, newsletters and web site, in collaboration with the communications lead.
* Improve and maintain a high-functioning development operation for managing donor records, annual development plan and grant calendars. Ensure that appropriate recognition, stewardship and reporting occurs for all donations, grants and contracts.

**Skills and Experience:**

* A seasoned development professional with a solid understanding of and experience with all fundraising techniques, including major donor solicitation, corporate and foundation grant- seeking, grant writing, government grant development, special events and grassroots fundraising.
* A genuine interest and passion for the mission of Arts Corps and a working knowledge/background in arts, education and/or social justice work
* Hands on, with the knowledge and desire to create fundraising systems and infrastructure
* A commitment to social justice, and a willingness to engage in personal and organizational reflection, critical dialogue and growth around issues of race and other oppressions
* Ability to prioritize effectively and handle multiple projects and deadlines simultaneously; flexibility and excellent time management skills
* A team player capable of developing, guiding and implementing a strategic development plan in partnership with the executive director, board members and other key staff and volunteers
* An excellent coach able to mentor, create opportunities and empower board members, staff and volunteers to participate in fundraising and communications activities
* A strong communicator who is able to articulate effectively Arts Corps’ mission, programs and accomplishments to funders and potential funders as well as to other Arts Corps stakeholders and the community as a whole
* A strategic and creative thinker, capable of seeing opportunities and turning innovative ideas into successful fundraising activities
* Strong interpersonal skills that ensure an open, honest and collaborative atmosphere; ability to work well in a lively and open office
* A commitment to ongoing personal growth and professional development

**Minimum Qualifications:**

* Bachelors degree in liberal arts, fine arts, public administration or a related field or equivalent experience
* 5+ years experience in fund development, including direct experience in executing individual giving strategies
* 3 years previous supervisory or management experience
* Understanding of communications tools and tactics, including print and social media
* Excellent written, oral and graphic communication skills
* Strong attention to detail
* Technical savvy with databases (Salesforce preferred), Word, Excel, PowerPoint and graphics software
* Ability to make sound decisions in a manner consistent with the essential job functions

**Compensation:** 35 hours/week; $56k to $63k per year; generous benefits package includes medical, dental and vision insurance, 13 paid holidays and 20 days of paid time off annually

**To Apply:** Send resume and cover letter to dd@artscorps.org and write “Development Director Application” in the subject line.

*Arts Corps is an Equal Opportunity Employer. This position has a social justice component that will allow for critical thinking around how external systems impact our work through the lens of racism and intersections with other oppressions. As an equal opportunity employer, we highly encourage people of color to apply.*