

Position: **Director of Development**

Location: ArtWorks Administrative Offices, 20 East Central Parkway, Cincinnati, OH 45202

Salary: Commensurate with experience; benefits package available after 3 months

ArtWorks is a non-profit arts organization that for 15 years has fostered artistic innovation by producing and presenting art of all disciplines in Cincinnati's public realm. ArtWorks assists both emerging and established artists in bringing their creative visions to diverse public spaces that have ranged from public art projects to commissioned based services to the Summer and After School Job-training and employment program for teens.

ArtWorks is looking for an outgoing, dynamic, and mission-loving person to expand and diversify the organization's fundraising activities and marketing and communications effort. The Director of Development will serve as a core member of the administration's leadership team

Qualifications for this rewarding, but demanding career opportunity include at least 3 to 5 years experience with a proven track record in developing relationships, securing major gifts, and grant writing. ArtWorks is looking for a leader with a demonstrated ability to manage a team, experience in working in marketing and communications, ability to work with volunteers and committees, trustees and the general public; a baccalaureate degree or equivalent experience; exemplary communications and presentation skills (oral and written); and proven interpersonal skills.

The successful candidate should plan to spend 30% of his/her time out of the office fundraising and developing relationships and will have a keen appreciation for the organization's mission, experience in fund raising, supervisory experience, experience working with Raiser's Edge, and familiarity with the Greater Cincinnati philanthropic community.

Key Responsibilities of the Director of Development include, but are not limited to:

Fundraising and Development

- Develop strategies to identify, cultivate and solicit funding support
- Make and track cold calls and one-on-one development calls
- Develop and implement annual, long-term, and project-specific fundraising strategies with the Director, Board of Directors, and staff
- Organize and manage all staff for ArtWorks events and annual benefits
- Cultivate both in-kind and financial support from corporations, individuals, foundations, and government sources
- Supervise departmental systems and manage the development staff and interns

- Surveying the field for potential donors and partners;
- Write grants and reports
- Develop corporate relationships
- Understand and monitor cash flow and other financial reports
- Create departmental budgets

The ideal candidate will possess the following qualifications and/or characteristics:

- Impeccable writing and editing skills
- In-depth knowledge of the Greater Cincinnati philanthropic community
- Creative thinker with the ability to generate and deliver marketing and development plans
- At ease with financial analysis and accounting
- Visionary and creative strategic planning abilities
- Experienced with corporate and individual pitches and presentations
- Polished networking skills and drive to make the most of social events
- Experienced with coaching management style and comfortable within a participatory and collaborative horizontal leadership structure; and
- Competent with computers and versed in the Microsoft Office suite and Raiser's Edge.

Education and/or Experience: 3 years minimum working in development, Salary: Commensurate with experience.

Email responses only deadline September 3, 2010. Respond to Shannon@ArtWorkscincinnati.org