



## **JOB DESCRIPTION: DEVELOPMENT DIRECTOR**

### **Position Summary**

Reporting to and in partnership with the Executive Director (ED), the Development Director (Director) will have responsibility for all aspects of the Society's fundraising and philanthropic programs and will serve as a key member of the leadership team. A new position in the organization, the Director will have the opportunity to build the development function and will be responsible for conceiving, planning, and executing the Society's fundraising strategy while fostering a vibrant culture of philanthropy. The Director will work closely with the ED, Board of Trustees, and senior staff to cultivate new donors while energizing the donor base. The Director will identify and secure major gifts, corporate partnerships, and institutional grants. They will also conceive and implement new fundraising campaigns, energize and grow membership, reinvigorate special fundraising events, and work on a legacy gift program to achieve fundraising goals.

### **Roles and Responsibilities**

#### ***Fundraising***

- Develop a vision and comprehensive strategy to increase contributed revenue, including restricted and unrestricted support from individual, government, foundation, and corporate donors to support exhibitions, major initiatives, endowment, and annual operating support.
  - Create an annual plan and calendar with clearly defined goals, objectives, timelines, and assignment of responsibilities, including grants calendar and reporting schedule
- Increase membership base while actively developing a pipeline for community engagement and support.
- Cultivate and inspire legacy gifts and oversee the stewardship and benefit of planned gifts.
- Invigorate and implement annual fundraising events, activities, and special campaigns to grow donor participation and engagement.
- Collaborate with ED and Nominating and Governance Committee Chair to strengthen and expand the Board of Trustees and deepen existing Board relationships.
  - Support the Board's Development Committee to advance goals.
  - Advise the ED and Board on ways to increase their community, regional, and national networking capabilities.

#### ***Budgeting***

- Collaborate with the ED and CFO to establish fiscal goals and provide projections that accurately reflect anticipated revenues for the organization, presenting regular progress reports.

### ***Administration & Oversight***

- Train, mentor, and support Staff and Board in their donor and prospect engagement, to maximize their giving and participation in philanthropic programs.
- Oversee and support grant writing activities and final submissions. Track proposals and create reports.
- Employ Salesforce to effectively segment, engage, communicate with, and steward donors to ensure the highest level of donor engagement and satisfaction.
- Ensure that the Society's internal culture and procedures support the development function as the foundation of a vibrant organization.
- Manage the day-to-day development operations to ensure administrative and operational aspects are executed at a high level of quality and efficiency.
- Support a collaborative, productive, and healthy work environment based on respect, teamwork, and clear expectations and responsibilities.

### ***Traits and Characteristics***

- Goal-oriented, confident self-starter with the ability to influence and motivate others around a clear strategic vision
- Passionate, visible advocate of the organization who can engage existing and potential supporters of the Society's mission and programs for the organization's long-term success.
- Problem-solver with the ability to anticipate challenges and develop solutions with an eye to meeting the needs of multiple constituencies while building rapport
- Commitment to anti-racism and equity in communications and interactions with Donors, Trustees, staff, volunteers, and community members.
- Desire for continuous learning and mastery of new development tools and techniques

### **Qualifications**

- BA (required), MA (a plus):
- Minimum of 5+ years' experience in comprehensive fundraising methods.
- Minimum of 5+ years' experience in identifying new sources of funding for nonprofit organizations.
- Minimum of 5+ years' experience in grant writing and grant management.
- Proven track-record of meeting development goals with examples of positive outcomes.
- Network of Boston and New England-based prospects with interest in Art and Craft.
- Knowledge of the arts, art galleries, museums, or related educational institutions is preferred.
- Experience with CRM (Salesforce), Microsoft Office Suite, Airtable.

## **Other**

The Society provides a competitive compensation package with robust benefits and generous paid vacation. This is a full-time (40-hour) exempt position reporting to the Executive Director. The office is currently operating remotely in response to the Covid-19 pandemic, but this position will require in-person work in the greater Boston region as soon as the pandemic situation allows.

The Society actively seeks diversity, equity and inclusivity. We strive to create an environment where the perspectives we bring to our work are valued as much as the work we produce. We encourage people of all historically underrepresented in arts administration spaces to apply for the role.

Anticipated start date is January/February 2022. Applications will be accepted and reviewed on a rolling basis. No phone calls, please.

**How to Apply:** Please email your resume and letter of interest to [info@societyofcrafts.org](mailto:info@societyofcrafts.org) with headline DEVELOPMENT DIRECTOR.

**Apply by: 1/15/2022**

**Salary: \$70,000-80,000**

## **About the Organization**

The mission of the Society of Arts + Crafts is to support and celebrate craft makers and their creativity in order to build and sustain a vibrant and diverse community and to shape the future of craft. Since its inception, the Society of Arts + Crafts has been at the forefront of the American craft movement. On the eve of its 125th anniversary, the organization is embarking on a bold new strategic plan which applies the organization's efforts towards promoting the relevance of craft in the 21st-century.

The Society of Arts + Crafts believes in four distinct values:

- **Craft Improves Our Lives.** Craft is an integral part of our culture, helping us understand who we are and where we are going.
- **Craft Combines Old and New.** We respect the traditions and values of craft while connecting the field to new and diverse voices, perspectives, and ideas.
- **The Maker Story and Our Story.** We bring the maker story consciously front and center, engendering a richer understanding of who we are as a culture and society.
- **New Pathways for All.** We are committed to excellence in the field and creating new pathways and points of engagement for all.