

The Center for the Arts
Crested Butte, Colorado
Job Description

Job Title: Development Director

Job Classification: Full time exempt

Incumbent: Vacant

Summary:

The Development Director leads the organization's Development Department to maximize and diversify charitable, sponsorship and event-derived revenues through planning for, and management and implementation of, all individual, corporate and foundation prospecting, cultivation, solicitation and communication as relates to the Center for the Arts. The employee exercises discretion and independent judgment on significant matters related to development and fundraising for the Center for the Arts.

Specific Duties and Responsibilities:

1. Executes fundraising plan as it relates to specific fundraising components:
 - Creating and executing a strategy for a large sustained base of **annual individual donors**.
 - Works with the Executive Director and Board of Directors in developing and **maintaining ongoing relationships** with major donors and sponsors.
 - Works with the Executive Director and Board of Directors in the development and **implementation of a fundraising campaign** for the proposed \$13 million **facility expansion**.
 - Secure financial support from **Corporate and foundation** donation programs.
 - Responsible for **researching and writing grants**
 - Responsible for **Major individual donor programs** such as Center Circle & Founders' Club
 - Administers **Sponsorship programs** for Winter Season and Summer Season including cash and in-kind donations of housing for Center artists and performers. Ensures sponsorship fulfillment.
 - Administers **Major gifts campaigns:** supports Board prospecting, cultivation, asking and stewardship teams to ensure major gifts targets are achieved. Serve as **liaison to the Strategic Resources committee**.

The Center for the Arts
Crested Butte, Colorado
Job Description

- **Conducts all direct mailings:** update donor thank-you letters, hand write notes to major donors, segment database for targeted mailings.
 - **Oversee all gift processing and conduct data entry**
 - Serves as **Volunteer Coordinator** for the organization
2. Acts as staff liaison with board members and volunteers assisting in planning and operation of fundraising events as needed and ensuring that good communication is maintained.
 3. **Sell advertising** and oversee production of **Winter Season Program and CB Wine and Food Festival Program.**
 4. Assists with other Center responsibilities as needed such as fundraising events, ticket sales, reception, and any other duties when required to assist the CFA achieve its overall objectives.
 5. Works with the Capital Campaign committee and the Board of Directors toward the **successful implementation of a capital campaign** for the proposed facility expansion.
 6. Perform additional job responsibilities when required to assist the CFA achieve its overall objectives.

Requirements:

- Bachelors Degree with a minimum of five years experience in development. Masters Degree in Nonprofit Management or Fundraising required.
- Demonstrated excellence in organizational, managerial, and communication skills.