



## **Director Of Development**

**Full-Time**

**Salary range: \$65,000 - \$75,000**

### **The Opportunity**

The Director of Development plans, coordinates, and implements Living Arts' strategies to secure corporate, foundation, government, and individual support to meet the organization's contributed revenue goals. The Director of Development's areas of focus will include, grants, sponsorship, events, board relations, individual giving, research, cultivation, and stewardship.

The Director of Development is a Full-Time position that reports to and works closely with the Executive Director, in partnership with the Director of Finance & Administration, and members of the Living Arts' Board of Directors.

### **RESPONSIBILITIES**

While no one candidate will possess every quality outlined for this position, a successful candidate will bring many of the following professional qualifications and personal attributes:

### **FUNDRAISING**

- Create and implement an annual development plan in coordination with the Executive Director.
- Sustain and grow grant funding by: researching funding opportunities; conceiving major grant requests in coordination with the Executive Director and program staff; renewing and stewarding existing grantors; ensuring compliance with reporting deadlines; maintaining the organization's calendar of grant deadlines; writing letters of inquiry, grant requests, and reports; and coordinating staff resources to meet submission deadlines.
- Increase individual support by working with the Executive Director and trustees to identify and cultivate individual prospects; conducting site visits, meetings, and donor receptions; and implementing an annual year-end appeal.
- Develop, manage, and execute fundraising events, including our annual Gala and cultivation and stewardship receptions. Collaborate with external partners and trustees as necessary to support other cultivation and community events and opportunities.
- Support trustees and the Board Development Committee by: preparing agendas and meeting materials for Development Committee meetings; attending Development Committee and Board meetings; preparing development reports for Board meetings; supporting trustees in achieving their fundraising objectives.



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### **FUNDRAISING (cont.)**

- Develop print and electronic collateral materials that convey Living Arts' mission, impact, and fundraising needs and support the organizational brand.
- Ensure that development activities are aligned with Living Arts' mission, values, and short and long-term plans.
- Ensure that all gifts and grants are recorded in Salesforce and acknowledged and recognized appropriately in print and electronic materials.

### **ADMINISTRATION + MANAGEMENT**

- Provide input into short and long-term strategic planning and support the Executive Director's identification of ongoing opportunities and challenges.
- Participate in developing the organization's annual operating budget and fundraising goals, and in updating cash flow.
- Monitor the organization's fundraising performance and develop measures to support the Executive Director and Board of Directors' evaluation of fundraising efforts.
- Work with program staff to identify current and future funding opportunities and support coordination between development, marketing, and finance areas.
- Staying up-to-date with fundraising trends and "best practices." Creating and executing a plan for the implementation of new fundraising initiatives.
- Ensure that Living Arts' fundraising activities comply with relevant laws and maintain the organization's accountability to donors and that administrative practices and procedures are in place to support legal compliance, donor relations, and record keeping.
- Comply with standards of professional conduct for fundraising executives and appropriately represent Living Arts among donors and prospects and in the community
- Oversee other staff and contractors who support the development department in the areas of database entry and management; events management; acknowledgment procedures; pledge payment reminders; and production of mailing lists and donor reports.

### **QUALIFICATIONS**

- A creative, strategic, and analytic thinker with exceptional communication and quantitative skills.



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### **QUALIFICATIONS (cont.)**

- Five or more years' experience in fundraising with demonstrated increases in responsibility.
- Self-starter with the ability to manage multiple projects simultaneously, create and execute project timelines, and lead teams in meeting deadlines and implementation schedules.
- Experience with donor databases such as Salesforce, RaisersEdge, GiftWorks, or similar products.
- Familiarity with arts, education, and non-profit landscape. Experience within the city of Detroit is a plus.
- An ideal candidate might describe themselves as outgoing or extroverted. They may also enjoy networking and connecting people with one another.

### **COMPENSATION + BENEFITS**

The salary range for this position is \$65,000 - \$75,000

Benefits include medical, dental, optical insurance, and retirement. All full-time employees are eligible for benefits and Living Arts covers 25% of benefits for employee's dependents.

Living Arts offers 17 paid days off in addition to 12 paid holidays, including 3 days for religious/spiritual observance. We also offer a flexible work schedule with the option of working from home when able.

### **CONTACT**

Living Arts is an equal opportunity employer and joyfully welcomes applications from people of color, people with accessibility needs, underrepresented genders, active service members/veterans, and LGBTQIA+ people.

**Please submit your written application to [jobs@livingartsdetroit.org](mailto:jobs@livingartsdetroit.org)**

The Living Arts office is ADA accessible and the building has an elevator as well as central air.

Haga clic aquí para ver este anuncio de empleo en español.



**About Living Arts**  
**(313) 841-4765**  
**[www.livingartsdetroit.org](http://www.livingartsdetroit.org)**

At Living Arts, we envision a future in which all youth have access to engaging, high-quality arts experiences, so they can lead with confidence and empathy, drawing strength from their cultures and communities. Our team includes 12 board members, 10 staff, and 40 contractual Teaching Artists, will share our alignment with three core values:

- **Respect for Young People** | Directed by youth voices, we honor the self-determination of young people of all ages and commit to the creation of meaningful exchange based on developmentally appropriate practice.
- **Respect for Relationships** | In community with one another, we remain responsive to the visions that families, organizations, educators, funders, and individuals bring to the work. We commit to co-creation with one another as we grow.
- **Respect for Artistic Excellence** | Knowing that artists are uniquely positioned to develop young people and push challenging boundaries, we demand inquiry around the role of the arts as it intersects with education and community. We commit to the professional development and advancement of the teaching artist profession.

Living Arts has built a strong foundation and reputation over the last twenty years by delivering high-quality arts education experiences to young people from 3 months to 18 years of age and the educators and families that support them. We have a strong commitment to the continued deepening of our mission through a racial justice lens.

We have made great strides toward our collective vision, supported by a \$1 million budget, over the last few years– by acknowledging the value of teaching artistry with the highest hourly rate in the region and with our widespread relationships with organizations, municipalities, schools, and community spaces across Detroit.

For more information on Living Arts please visit [www.livingartsdetroit.org](http://www.livingartsdetroit.org).