



Job Description
Director of Development

The **Director of Development** is responsible for leading the development efforts of ArtsinStark, including working with the President/CEO to execute an annual fundraising campaign, creating and maintaining relationships with major donors, identifying and securing new major donors, securing grants, collaborating with various community stakeholders and promoting ArtsinStark's ongoing work. This is a full-time position located in Canton Ohio.

DUTIES AND RESPONSIBILITIES:

- Directs fundraising process for the annual campaign.
- In conjunction with the CEO and team, identifies, cultivates, and solicits major gift support for annual fundraising.
- Reviews and implements moves management.
- Manages direct mail program and interfaces with the marketing team.
- Ensures proper donor recognition and stewardship with the assistance of the office manager.
- Prepares weekly, monthly, and annual reports on all campaign activity.
- Coordinates all special events for annual giving.
- Assists in special cultivation events.
- Acts as liaison with VP of Finance for any reporting needed.
- Assists Office Manager to ensure the accuracy and timeliness of data entry.
- In collaboration with the Office Manager, ensures the timely acknowledgement of all gifts.
- Prepares grants and oversees grants management.
- Develops strong working relationships throughout the community with partner organizations, board members, community leaders, and arts organizations.
- Serves as an official spokesperson for ArtsinStark and represents ArtsinStark and the arts community in other **county-wide** initiatives.

SKILLS AND QUALIFICATIONS:

- Minimum of a BA or BS in a business/non-profit management or related field.
- Development/Fundraising/Sales: 5+ years of progressive fundraising/development experience with proven fundraising track record. Experience running major giving campaigns and success fundraising from multiple donor channels. Comparable experience will be considered.
- Experience in planning, leading, and managing development projects, including coordinating with other staff to achieve desired outcomes. Attention to detail and ability to manage multiple deadlines.
- Takes initiative and actively seeks to deepen current donor relationships and to forge new ones. Self-motivated, proactive and able to work independently.
- Skilled in creating compelling written and oral communications for fundraising. Ability to convey complex ideas through brief, simple materials. Experience and credibility when presenting materials to external audiences.

- Effective at working with others to reach common goals and objectives.
- Skilled at establishing and cultivating strong relationships with peers, across various levels of the organization and externally.
- Excellent written, verbal and presentation skills. Proficient user of Microsoft Office applications.

ArtsinStark is an Equal Opportunity Employer and is committed to maintaining a diverse workplace where differing perspectives are a source of strength. People from all backgrounds are encouraged to apply. All inquiries and discussions will be considered strictly confidential.