



**DEVELOPMENT DIRECTOR
FAIRMOUNT CENTER FOR THE ARTS**

Title: Development Director
Job Status: Full time; exempt
Reports to: Executive Director

OVERVIEW

Fairmount Center for the Arts is a 50+ year old nonprofit with the mission of enriching lives through the arts. We offer classes in dance, music, theatre, visual arts, and fitness in a supportive, welcoming environment. Located in Novelty, OH, we encourage personal development, curiosity and exploration in generations of students of all ages - from preschoolers to senior citizens.

Development Director will be responsible for growing contributed income and nurturing a long-term commitment to Fairmount from individuals, business sponsors, and legacy donors.

This new position reports to the Executive Director and will work with the Board of Directors to ensure Fairmount's financial future.

RESPONSIBILITIES

- Create and implement an **annual development strategy and plan** that will increase individual, corporate, and foundation giving and foster an ongoing relationship with Fairmount.
- Identify, cultivate, solicit, and strengthen relationships with **individuals** to secure donations - annual fund (including IRAs and DAFs); planned giving; event sponsorships; etc. - and ensure they feel a valued part of the Fairmount community through recognition, volunteering, committees, etc. Manage a portfolio of major gift prospects, creating personalized plans to qualify and cultivate individual donors.
- Cultivate and nurture relationships with current and prospective **corporate sponsors** to secure financial support and increase engagement. Ensure our public recognition obligations toward them are fulfilled and they feel a valued part of the Fairmount community.

- Maintain a calendar of grant proposal deadlines and work with the Executive Director to capitalize on available funding opportunities.
- Manage the **Fairmount 500 annual raffle** and develop additional fundraising opportunities.
- Develop and implement all **communication support materials** including print, email, social media, and mail campaigns.
- Ensure gift acknowledgment letters are sent in a timely manner.
- Coordinate and cooperate with other Fairmount employees, faculty, and contractors to ensure the success of our programs and partnerships.
- Create and manage donor **database** for accuracy of data and gift processing, coordinating with the Finance Manager. Conduct prospect research to identify new prospects from registration records.
- Provide timely data and reports to the Executive Director and Board on progress toward goals.
- Collaborate with the Executive Director on the annual meeting and stewardship reports.

REQUIRED KNOWLEDGE, SKILLS AND EXPERIENCE

- At least 3 years experience in creating and implementing successful fundraising strategies and plans
- Demonstrated success in identifying new prospects and growing revenue
- Knowledge of arts and culture, demonstrated ideally by past professional experience and/or through personal interest
- Experience and comfort with accounting software and databases (e.g. CRM systems, Excel, QuickBooks, etc).
- Bachelor's degree.

Personal Characteristics

- Hands-on business sense and appreciation of the importance of the business side of a nonprofit
- Self-motivated with a demonstrated orientation toward achievement of qualitative and quantitative goals and benchmarks
- Excellent interpersonal and communication skills, both oral and written
- Charismatic, with the ability to motivate others on behalf of the institution
- Strong team orientation
- Ability to work in a fast-paced environment.

FULL TIME BENEFITS INCLUDE

Competitive salary commensurate with experience

Paid time off

Hybrid position with flexible schedule

Discounts for Fairmount's arts education programs

APPLICATION PROCESS

E-mail a letter of interest and a current resume to Board Vice-President, Melanie Maloney at

melaniemaloney54@gmail.com

Fairmount Center for the Arts is an Equal Opportunity Employer

Fairmount Center for the Arts

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