

The Palace Stamford, Stamford Center for the Arts is searching for a Director of Development. The salary range is between \$60,000 and \$80,000 annually. The Palace also offers medical, dental, vision and life insurance with long and short term disability plans as well as PTO and a 401k plan.

The job description is below. For consideration please submit resume and cover letter to Michael E. Moran, Jr. President & CEO via email to [mmoran@palacestamford.org](mailto:mmoran@palacestamford.org)

**STATUS:** Full time exempt

**ESSENTIAL FUNCTIONS:** The Development Director serves as the senior staff member responsible for all fundraising aspects of SCA and serves in a leadership capacity in support of the organization's strategic plan and mission. This person primarily develops and implements fundraising strategies for all areas of Development: Annual Fund, Corporate and Individual Membership, Sponsorship, Special Events, Grants and Inkind Donations.

**DUTIES AND RESPONSIBILITIES:**

- Leads organizational efforts to tap full potential of SCA donor prospect pool
- Determines new sources of revenue and takes appropriate actions to introduce and cultivate within SCA culture
- Conducts research of prospective donors and foundations
- Develops donor levels, benefits and collateral materials
- Creates opportunities to cultivate and solicit major gift prospects
- Oversees timely acknowledgement of all contributions and fulfillment process (donor benefits)
- Works with President & CEO and Board to ensure department goals and objectives are consistent with SCA mission and strategic plan
- Creates presentation materials for board and committee meetings as well as marketing & proposal packets
- Acts as staff liaison to Board Development Committee, ensures department goals are being met
- Works with President & CEO to support legislative activities
- Oversees creation of queries and assembles lists as needed
- Performs all grant contracting and reporting
- Continuously researches, cultivates, reports to and prepares written proposals for corporate, individual and foundation support
- With the President & CEO and Board designs and implements Corporate giving campaign, including sponsorships and contributions
- Serves as primary liaison with corporate sponsors
- Prepares all sponsor/donor signage recognition for season
- Creates and keeps current SCA development/membership print materials, marketing kits (prospects, donors and sponsors)
- Prepares website copy /ideas for updates as needed for "support SCA," and related pages
- Works with Marketing on developing communications including donor e-newsletter, brochures, posters, e-blasts
- Oversees all fundraising events. Researches and suggests new fundraising events
- Manages membership donor benefits and activities

- Solicits in-kind donations as needed
- Attends community events cultivating new prospects
- Stays abreast of fundraising trends and attends industry professional seminars/lunches
- Implements policies and procedures to ensure accuracy of recording and reporting of contributed revenue
- Assesses current strengths/weaknesses of department and makes recommendations for enhancement of current structure
- Analyzes and tracks departmental budget making adjustments as necessary throughout the fiscal year
- Oversees infrastructure of department including database management (research software, oversee conversion, and training)
- Oversees ongoing clean up and maintenance of database and mailing list
- Assesses applicability of best practices in development filed of arts and entertainment institutions to SCA
- Performs other duties as may be assigned

**SUPERVISES:**

- Development Coordinator
- Development interns

**QUALIFICATIONS:**

- Bachelors degree required
- Minimum of 5-10 years experience as a professional development manager/director
- Exceptional organization, planning and leadership skills
- Demonstrated ability and success in developing fund raising programs
- Excellent written, verbal and presentation skills
- Team player
- Proficiency with MS Word, Excel, Powerpoint, prospect management computer systems
- Knowledge of the arts/entertainment preferred