



Development Director

CLOSES: 09/20/22

We are looking for an energetic and motivated individual to fill the position of Development Director for the Utah Arts Festival. This is a senior staff position that includes financial stewardship, strategic planning, and data management. The position of Development Director demands strategic thinking, financial acumen, creative problem solving and a strong understanding of the not-for-profit sector as well as best practices in fundraising. Must be detail-oriented, able to multitask, maintain a positive attitude and deliver excellent customer service to donors. To apply please email resume and cover letter to aimee@uaf.org. The cover letter should clearly outline how your skills and experience align with the responsibilities of this position and highlights your understanding of the various aspects of fundraising this position requires.

POSITION

The Development Director will report to and work closely with the Executive Director and will be responsible for all aspects of organizational fundraising efforts. We are a small team of three full-time staff members. The successful candidate will be performing all duties and tasks related to fundraising.

RESPONSIBILITIES

Development/Fundraising

- Establish and implement fundraising plans, procedures and goals to generate sufficient funds to meet the Utah Arts Festival's annual budgetary needs and long-term financial success.
- Work closely with Executive Director and Board of Directors to identify, cultivate, solicit and steward new funding sources, identify untapped markets of interest, and to generate ideas, programs and concepts to engage potential donors.
- Create new and support existing partnerships and identify potential new sources of funding, including individual, corporate, foundation, and government support.
- Maintain a presence in the community to increase visibility among current and potential funding sources. Represent the Festival at local, regional and national conferences as required.
- Ensure all Festival supporters receive appropriate recognition and benefits (includes individuals, corporations, foundations, government, in-kind and event support).
- Manage corporate sponsorship program and prepare proposals for both cash and in-kind partnerships.
- Prepare grant applications to foundations and government agencies.
- Plan and implement annual giving campaigns, as well as the management of the individual giving program.
- Maintain records for fundraising activities and giving histories. Track and provide documentation of cash and in-kind contributions as required by annual audit.
- Plan and execute all fundraising events.
- Ensure that goals for all fundraising activities are met.
- Work closely with marketing and PR contractors to develop marketing strategies and materials which promote the Utah Arts Festival image for donor cultivation.
- Conduct ongoing sponsorship and market research.

Budget & Finance

- Assist the Executive Director in the management and tracking of financial information and preparation of financial reports including the organization's annual audit.

- Work with the Executive Director in recommending annual funding goals from contributed sources; prepare monthly status reports and annual report.

Board Relations

- Attend monthly Board of Directors meetings (unless excused) and report as directed by the Executive Director.
- Act as liaison to the Board of Directors on fundraising matters and provide support to the appropriate board committees, sub-committees, and volunteers as necessary to effectively execute fundraising plans.

Other

- Attend monthly coordinator meetings.
- Provide information and assistance, as requested, to staff, coordinators, artists, arts organizations and the general public.
- Assist with Festival set-up and strike.
- Other duties as assigned by the Executive Director.

REQUIRED QUALIFICATIONS:

- Bachelor's degree preferred, or six years' experience in equivalent role.
- Minimum of four years' experience working development/fundraising.
- Ability to manage sensitive and confidential information with integrity.
- Computer literate and technologically proficient in standard Microsoft applications.
- Data entry and management experience. Knowledge of Bloomerang database system a plus.
- Detail oriented, highly organized and motivated.
- Excellent written and verbal communication skills.
- Ability to manage and meet deadlines.
- Must be able to lift and carry heavy items (25 lbs+).
- Experience in a non-profit management role a plus.

SALARY & BENEFITS

- Starting salary for this position is between \$55,000 to \$70,000 depending on experience.
- After a 90-day probationary period the following benefits are available:
 - ✓ Paid standard holidays
 - ✓ 100% medical and dental coverage for employee. Dependents may be added at employee's cost.
 - ✓ SIMPLE IRA account with employer matching up to 2%.
 - ✓ Paid vacation and sick.

UAF is committed to the principle of equal employment opportunity for all and to providing employees with a work environment free of discrimination and harassment. Employment decisions are based on business needs, job requirements and individual qualifications, without regard to race, color, religion or beliefs, gender identity, sexual orientation, family or parental status, or any other protected status. UAF will not tolerate discrimination or harassment based on any of these characteristics.