



Vice President of Development

Position Summary

Reporting to the Chief Executive Officer (CEO), the Vice President (VP) of Development serves as a key leadership team member and an active participant in making strategic decisions affecting The Long Center for the Performing Arts. In partnership with the CEO, this position is responsible for all fundraising and development activities. The successful candidate will help forge new relationships to build The Long Center's visibility, impact, and financial resources. The VP of Development will also design and implement a comprehensive plan for developing key external alliances by cultivating individual and philanthropic support.

The VP of Development will have primary responsibility for establishing and implementing the infrastructure needed to grow a \$10M budget through the solicitation of major gifts, federal and state grants, special events, and corporate and foundation support.

He or she will expand and diversify The Long Center's donor base/pipeline and work closely with other team members to secure funding for new initiatives. In addition, the VP will work closely with the board of trustees and support board members as they take on a more active fundraising role.

It is expected that the amount raised by The Long Center will increase in future years as the VP of Development systematically and effectively strengthens the organization's overall fundraising capacity.

Responsibilities

- Support and partner with the CEO and board members on all major fundraising initiatives
- Collaborate with the Chief Operating Officer (COO) to develop and implement The Long Center's financial strategy and annual Development operating budget
- Responsible for the development and implementation of a comprehensive annual development strategy to include individuals, corporate, foundation, government grants, special events, etc.
- Responsible for development and execution of all proposals; write and archive all proposals with a long-term relationship-management approach
- Oversee research funding sources and trends, with foresight, to help position The Long Center ahead of major funding changes or trends

- Monitor all donor information; provide and present statistical analysis to board and senior leaders
- Develop and implement a stewardship program aimed at cultivating deeper ties with donors and ensure high levels of donor/sponsor satisfaction through timely communication, appropriate recognition, proactive engagement and clear illustration of the results and impact associated with each gift
- Coordinate research on prospective donors, and fully prepare President & CEO and Board to ask for contributions
- Serve as architect in fundraising and donor management systems and gift acknowledgement systems
- Monitor and report regularly on the progress of the development program
- Identify, develop, manage and mentor the development team
- Represent the Long Center in the community including attending social and business gatherings and initiating relationships on behalf of the Long Center
- Responsible for development-related correspondence with Board, including preparation and distribution of meeting materials and serving as Staff Liaison to Development Committee and Trustee & Governance Committee.
- Serve as active participant on the Executive Leadership Team

Qualifications

- 10-plus years of professional experience in a nonprofit organization; demonstrated success in a development function (managing and forging relationships with multiple donor sources)
- Tangible experience of having expanded and cultivated existing donor relationships over time
- Excellent communication skills, both written and oral; ability to influence and engage a wide range of donors and build long-term relationships
- Strong organizational skills
- Flexible and adaptable style; a leader who can positively impact both strategic and tactical fundraising initiatives
- Ability to work both independently without close oversight, but also a team player who will productively engage with others at varying levels of seniority within and outside the Long Center
- Bachelor's degree required, Master's preferred
- High energy and passion for The Long Center's mission is essential
- Ability to construct, articulate, and implement annual strategic development plan
- Strong organizational and time management skills with exceptional attention to detail
- Customer focus

Supervisory Responsibilities

- Directly supervises 1 - 5 employees
- Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws
- Responsibilities include interviewing, hiring, and training employees; planning, assigning, and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems

About the Long Center

The Long Center is an iconic, world-class performing arts center right in the heart of downtown Austin that serves over 400,000 individuals annually. As Austin's Creative Home, the Center is home to the Austin Symphony, Austin Opera and Ballet Austin and was built "by the community, for the community."

Artistic excellence is a cornerstone of the Long Center whether it be through supporting our resident companies and local artists or bringing an impressive and diverse array of exceptional artists from all corners of the globe to Austin for the Long Center Presents program. In addition, as a non-profit, the Long Center collaborates with community partners, offers unique educational and outreach programs, hosts a variety of free events designed to engage a broad range of the public, subsidizes rental costs for emerging art groups, and provides tickets to charitable and community-minded organizations.

The Long Center prides itself on providing extraordinary experiences for our community. A commitment to acoustic excellence combined with exceptional theater site lines, an inviting and inclusive campus and unparalleled views of Austin create a magical experience and lasting memories. Everyone is invited to explore the Long Center to expand their cultural perspective and appreciation of the arts.

To Apply

Please submit resume and cover letter to Morgan Love, Executive Assistant to the CEO, at mlove@thelongcenter.org