



## LONG CENTER - JOB DESCRIPTION

**Job Title:** Director of Development  
**Reports To:** Vice President of Development  
**FLSA Status:** Exempt, Full Time  
**Department:** Development Department

**Summary:** The Long Center for the Performing Arts seeks a results-driven development professional for the position of Director of Development. Reporting to the VP of Development, the Director of Development will be responsible for growing a portfolio of donors, refining and managing the annual fund/membership program, assisting in prospect research process and flow, collaborating in the creation of unique donor/patron events, as well as assisting with other development initiatives including endowment, planned giving, board development, and other related activities. Limited evening and weekend work is required in this position.

**Essential Duties and Responsibilities** include the following. Other duties may be assigned.

- Work with the VP of Development to execute a comprehensive fundraising plan to meet/exceed budget goals through a diversified funding base
- Increase number of mid-level and major gift donors by maintaining an aggressive schedule of contacts with new prospects and current donors
- Maintain complete and timely records of prospect contacts
- Assist with donor stewardship and recognition
- Supervise membership campaign and comprehensive fulfillment program, including plans for donor acquisition & renewal
- Use prospect research to prepare President & CEO and/or Board for major gift solicitations
- Represent the Long Center in the community by attending social and business gatherings and initiating relationships on behalf of the Long Center

**Competencies:** To perform the job successfully, an individual should demonstrate the following competencies:

- Collaborative Leadership: Displays passion and optimism; inspires respect and trust; mobilizes others to fulfill the vision
- Team Work: Balances team and individual responsibilities; exhibits objectivity and openness to others' views; gives and welcomes feedback; contributes to building a positive team spirit; puts success of team above own interests; recognizes accomplishments of other team members
- Strategic Thinking: Develops strategies to achieve organizational goals; understands organization's strengths & weaknesses; adapts strategy to changing conditions
- Business Acumen: Understands business implications of decisions; displays



- orientation to profitability; demonstrates knowledge of market and competition; aligns work with strategic goals
- **Innovation:** Displays original thinking and creativity; meets challenges with resourcefulness; generates suggestions for improving work; develops innovative approaches and ideas
  - **Donor Relations:** responds promptly to donor needs; solicits donor feedback to improve outcomes; commits to timely and meaningful follow-through
  - **Oral Communication:** Speaks clearly and persuasively; listens and gets clarification; responds well to questions; demonstrates group presentation skills; participates in meetings
  - **Written Communication:** Writes clearly and informatively; edits work for spelling and grammar; varies writing style to meet needs; presents numerical data effectively; able to read and interpret written information
  - **Ethics:** Treats people with respect; keeps commitments; inspires the trust of others; works with integrity and ethically; upholds organizational values

**Qualifications:** To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- **Education/Experience:** Bachelor's Degree; and five+ years' experience with increasing levels of responsibility; emphasis on fundraising, building a broad donor base, corporate sponsorships and creative marketing in a non-profit and/or performing arts environment; proven track record of achieving revenue targets of \$2+M annually for operating purposes
- **Language Ability:** Ability to read, analyze, and interpret reports and legal documents. Ability to respond to common inquiries or complaints from donors or members of the business community. Ability to write content for proposals, fundraising collateral, and presentations
- **Math Ability:** Ability to work with mathematical concepts such as finance and money management
- **Reasoning Ability:** Ability to define problems, collect data, establish facts, and draw valid conclusions
- **Computer Skills:** To perform this job successfully, an individual should have knowledge of Microsoft Office products and have high-level capabilities in using Excel, Word, and Powerpoint. Should also be familiar with customer relations management (CRM) platform such as Raiser's Edge
- **Certificates and Licenses:** CFRE a plus



### **Supervisory Responsibilities:**

- Directly supervises 1-2 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

**Work Environment:** The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- The noise level in the work environment is usually moderate to high.

**Physical Demands:** The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- The employee must occasionally lift and/or move up to 25 pounds
- Specific vision abilities required by this job include close vision
- While performing the duties of this job, the employee is regularly required to talk or hear
- The employee is frequently required to stand; walk; sit and use hands to finger, handle, or feel