

# REHOBOTH ART LEAGUE

## Job Description

<b>Position Title:</b>	Director of Development
<b>FLSA:</b>	Exempt
<b>Pay status:</b>	Fulltime
<b>Reports To:</b>	Executive Director
<b>Direct Reports:</b>	Events & Outreach Manager, Database & Office Administrator
<b>Date Last Revised:</b>	November 2023

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### Purpose of the Job Summary

The Director of Development will be responsible for planning and leading the Rehoboth Art League's fundraising efforts through a variety of channels, including individual giving, membership and major donor programs, corporate giving, events, grants, foundation and government support, and fundraising for capital projects. This position plays a key function in reinforcing fund development as a core competency of the Rehoboth Art League.

### About the Rehoboth Art League

Founded in 1938, the Rehoboth Art League plays a prominent role in visual arts and culture in southern Delaware. The League is recognized for a rich, year-round schedule of art exhibitions, a robust annual calendar of educational offerings, and remembered for its arts-driven events held both on our historic campus and off. Our 3.5+ acre campus in Henlopen Acres, which is home to five buildings, welcomes more than 25,000 visitors per year and our membership encompasses more than 1,200 community members. The Director of Development will play an important role in helping reach our goals in coming years.

### Key functions

- Collaborate with the Executive Director to align annual fundraising targets with organizational strategic objectives and budget.
- In partnership with the Board's Development Committee, establish and execute annual fundraising plan to include membership, annual fund, sponsorship, grants, legacy giving, and, among other things, major gifts.
- Seek opportunities to increase the visibility of the Rehoboth Art League in the community through strategic engagement, event participation, and special initiatives.
- Annually set and routinely assess measurable targets and outcomes as they relate to the Rehoboth Art League's strategic fundraising goals.
- On an ongoing basis, identify new individual, foundation, and corporate prospects, as well as emerging opportunities with government funding.
- Manage donors and prospective donors through cultivation, solicitation, and stewardship.
- In cooperation with development staff, ensure receipt, acknowledgement, reporting, and stewardship of donations and grants.
- Work with other staff to coordinate small- and large-scale events as needed.
- Prepare fundraising committee activities, reports, and meeting agendas.
- Oversee development staff to provide quality support for fundraising initiatives including report generation, volunteer recruitment and cultivation, donor recognition, and donor stewardship.
- Cultivate and expand planned giving initiatives.
- In partnership with communications coworkers, create donor-related materials including print and electronic appeals and membership information, stewardship and donor recognition communications, sponsor materials, and capital gift literature.
- Attend RAL events and participate actively in RAL community events to engage donors of all levels.

### **Key Performance Measures**

- Performance will be measured by evaluating execution of key functions, particularly as related to advancing the goals of the organization.

### **Skills and Competencies**

- 3+ years of experience in fundraising, nonprofit or foundation development required.
- Bachelor's degree in business, communications, arts or nonprofit management, or a related field or commensurate professional work experience.
- Outstanding organizational and interpersonal skills, with an attention to detail.
- Personal track record of success in achieving annual fundraising goals over \$1,000,000.
- Capacity to establish objectives, set performance standards, and to achieve goals.
- Strong event planning and management skills that integrate community engagement.
- Excellent leadership and communication skills, both written and oral.
- Ability to work well with a diverse group of staff, volunteers, donors, vendors, and community members.
- Skilled in necessary computer applications including Microsoft Office Suite, with knowledge of Blackbaud CRM software a plus.
- Ability to effectively manage a wide array of tasks, projects, and responsibilities.
- Donor solicitation and stewardship.
- Grant research and writing.

### **Physical Abilities and Requirements**

- Sitting throughout the day, working with a computer.
- Repetitive movement on computer keyboard throughout the workday.
- This position will be expected to work nights and weekends, when necessary.
- Lifting and moving files, boxes, etc. up to 30 pounds.

### **Other**

- This is a full-time, 40 hour/week position, with offices generally open 9am-5pm, Monday through Friday.
- Driver's license, current vehicle insurance and satisfactory driving record.
- Background checks are conducted on employees.

This job description includes, but is not limited to, the duties and responsibilities as noted above. The essential functions of this job description are not exhaustive and may be supplemented.

The Director of Development will be a salaried, full-time employee of the Rehoboth Art League. Full-time employees are offered paid holidays and leave time as well as participation in a 401(k). Salary and benefits will be competitive with similar regional positions and nonprofit sectors.

### **To Apply**

Please email a cover letter and resume to [hr@rehobothartleague.org](mailto:hr@rehobothartleague.org). Please use Director of Development in the subject line. Applications will be accepted until the position is filled.

The Rehoboth Art League is committed to providing equal employment opportunities to all employees and applicants for employment. Accordingly, RAL provides employment opportunities without regard to race, color, religion, creed, ethnicity, sex, pregnancy, national origin or ancestry, age, physical or mental disability, citizenship status, marital status, sexual orientation, gender identity, family responsibilities, genetic status or information, military or veteran status or any status protected by federal, state, or local law. The Rehoboth Art League is committed to building an inclusive working environment that supports a diverse community of staff and encourages applications from all qualified candidates.