Development Director

Job Description

The development director is a senior-level administrator who reports directly to the executive director. The development director works closely with the Board of Trustees to garner support for the activities of RiverCenter through a variety of institutional fundraising efforts and related activities directed at individuals, corporations, and foundations, including especially: (1) annual charitable giving, (2) annual event sponsorships, (3) grant writing, (4) on-going planned giving (Capstone Society), and (4) special projects.

The position of development director is a salaried, full-time, overtime-exempt, benefits-eligible position with supervisory responsibilities.

Although this job description enumerates the main responsibilities of the development director, the director’s job also may involve other responsibilities relevant to those specified. The job requires cooperation with personnel in all areas of the RiverCenter operation.

Responsibilities

Leadership & Management Duties

• Lead the center’s development program, providing strategic direction and motivation sufficient to meet the objectives of the Board of Trustees.
• Build appropriate networks of support within the region.
• Engage and coordinate appropriate RiverCenter personnel, volunteers, and trustees in development activities.
• Raise and maintain the profile of RiverCenter with the area’s giving community and beyond.
• Oversee and coordinate all RiverCenter fundraising activities.
• Direct and coordinate the center’s Annual Fund Campaign.
• Participate closely with the executive director and the Board of Trustees in strategic planning for the center.
• Oversee the sales and renewal of ads for the center’s program guide Applause.
• Supervise the work and activities of any development personnel.

Non-managerial Duties

• Interact directly with the Board of Trustees and other influential community leaders in an on-going effort to maximize all potential donor involvement in all RiverCenter donor opportunities.
• Court potential new members of the Capstone Society, RiverCenter’s planned-giving opportunity.
• Write, submit and follow-up on grant applications the center has regularly submitted (Georgia Council for the Arts and Columbus Cultural Arts Alliance) and search out and pursue additional grant opportunities.
• Secure and renew annual sponsor partnerships (corporate and/or individual) for the concerts and shows presented by RiverCenter for the Performing Arts.

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• Coordinate preparation, execution and follow-up of the Annual Fund dinner and program.
• Establish and maintain partnership (Curtain Raisers) benefits and assure proper RiverCenter compliance therewith.
• Interact with the staff of the Community Foundation of the Chattahoochee Valley to maintain and grow the center’s Facilities Endowment Fund.
• Write and edit the donor newsletter Ovation.
• Develop and maintain basic skills in the use of Donor Perfect, the center’s donor database computer program.

Qualifications and Experience

Required
• At least three years of progressively more responsible experience in an area involving strategic planning and implementation of development activities
• An appreciation for the role of the performing arts and arts education in the well-being of individuals and society
• Outstanding skills in written & oral communications, organizational management, interpersonal relations, and leadership
• Ability to manage a multiplicity of activities in a complex and demanding environment

Desired
• Bachelor’s or higher degree
• Advanced degree in such fields as communications, business, public relations, liberal arts, etc.
• Experience directing the ongoing administration of a program involving some combination of gift prospecting, gift solicitation, annual fund management, donor relations, grant writing, event sponsorship sales, and advertising sales
• A proven track record in effective fundraising

Compensation
The salary of the development director position is competitive with similar jobs at other local not-for-profit organizations. The position includes access to all benefits offered to all full-time employees by the Board of Trustees of RiverCenter for the Performing Arts. Over time, evaluation of the development director’s job effectiveness and potential for salary increase will be closely tied to the director’s success in meeting or exceeding Board development goals.

Working hours are M-F 9-5. Evening and weekend hours will be required for which working schedules will be adjusted. Working location is on site, in Columbus Georgia with less than ten percent of the responsibilities able to be completed remotely.