

GALLO CENTER FOR THE ARTS
POSITION DESCRIPTION

Position: Director of Development – Foundation & Annual Giving
Reports to: Chief Executive Officer

JOB DESCRIPTION

In partnership with the CEO and Director of Development – Corporate Giving & Major Gifts, the Director of Development – Foundation & Annual Giving helps to provide strategic planning, management, and direction for all annual and foundation fundraising and development activities for the Gallo Center. S/he plays an integral role in helping the team raise more than \$1 million annually. This is a full-time, non-exempt position that includes health and retirement benefits.

DUTIES AND RESPONSIBILITIES

- Identify, cultivate, and solicit prospective donors in the following programs: Friends of the Center, Amigos of the Center, Legacy Circle, and Duets; as well as various arts education initiatives and memorial/honorarium gifts.
- Drive acquisition, renewals and upgrades through ongoing stewardship activities, an effective mail/e-mail renewal campaign, and the accurate and timely fulfillment of all committed benefits
- Ensure the highest level of donor satisfaction through timely communication, appropriate recognition, pro-active engagement and clear illustration of the impact associated with donor gifts
- Serve as the primary contact for Friends of the Center and Amigos of the Center donors – including processing tickets for performances as needed
- Research grant opportunities, write and submit proposals, and perform all follow-up grant reporting in a timely manner
- Manage the production of all direct mail acquisition campaigns, development newsletters, and all other general department communications
- Oversee and manage a series of fundraising and cultivation events, working closely with development staff and board volunteers
- Oversee donor database, generate development reports, and create unique data lists for development department
- Leverage the Center’s donor database (Tessitura) to segment and identify donor prospects
- Work in partnership with the Director of Development – Corporate Giving & Major Gifts to create and administer the department budget
- Attend Center-presented performances, as appropriate, for the purpose of cultivating relationships with current donors and networking to meet prospective ones; represent the Center at select community events
- Manage the full-time development coordinator and a core group of department volunteers

SKILLS, KNOWLEDGE AND ABILITIES

- A minimum of 5 years of successful fundraising experience
- Significant experience and demonstrated success in fundraising for a nonprofit
- Commitment to, and passion for, the mission, vision and values of the non-profit Gallo Center for the Arts
- Bachelor's degree (B.A. or B.S.) from a four-year college required
- Excellent interpersonal, written and verbal communication skills; attention to detail and discretion with confidential information
- Ability to prioritize, multi-task and manage a team to meet deadlines in a fast-paced environment
- High proficiency in the Microsoft Office Suite, especially Word and Excel
- Experience with Tessitura preferred

ABOUT THE GALLO CENTER FOR THE ARTS

The mission of the Gallo Center for the Arts is to enrich the quality of life in the San Joaquin Valley by providing an inspirational civic gathering place where regional, national and international cultural activities illuminate, educate and entertain. The Gallo Center for the Arts celebrates the diversity of our community by offering an array of affordable cultural opportunities designed to appeal, and be accessible, to all.

Application Deadline: Open until filled

Salary: Commensurate with experience

Email resume and cover letter to:

Ldickerson@galloarts.org

No phone calls, please.