



## Sun Valley Center for the Arts

191 Fifth Street East, Ketchum, Idaho  
P.O. Box 656, Sun Valley, ID 83353  
208-726-9491, fax 208-726-2344  
[www.sunvalleycenter.org](http://www.sunvalleycenter.org)

**Job Title:** Director of Development

**Reports To:** CEO

**Purpose:** The Development Director is responsible for planning and overseeing execution of all aspects of the development program for the Sun Valley Center for the Arts. The Development Director designs, manages, and implements all fundraising activities including major gifts, annual fund/membership, planned giving, and special events (including overseeing and integrating The Center's substantial annual Wine Auction into the development plans).

### **Knowledge and abilities needed to be successful in this position:**

- Demonstrated success in building a giving culture and engaging key players in major fundraising activities; translating broad goals into achievable steps; Clear knowledge of and adherence to best practices in fundraising and fund development process.
- Exceptional communication skills in both 1:1 and group settings
- Excellent organizational abilities and able to handle complex concepts and translate into action; detail-oriented; efficient in managing projects and programs from plans to evaluation of results
- Proven capability of working with database driven information (Tessitura or RE knowledge extremely helpful)
- Ability to lead, influence, and negotiate
- Proven track record of meeting department/organizational goals
- Knowledge, passion and desire to work in support of arts education, visual and performing arts in a resort community

### **Key Accountabilities:**

- Serves as the leader in developing and executing strategic fundraising initiatives, working with and utilizing the Chief Executive, senior and program staff, board members and other key leaders for The Center.
- Develop and coordinate the annual development plan that includes annual fund/membership; major gifts; corporate support; Foundation support/grants and Wine Auction or other event fundraising.
- Develop and implement an operating framework for the development department, including policies, processes, structure, staffing and budgets.
- Establish financial goals for The Center and develop a comprehensive fundraising program to include corporate, individual, and foundation giving.
- Identify and cultivate new prospects; ensure that a robust portfolio of prospective major gift donors are being contacted and visited by the Chief Executive, board members, key staff leaders and the Development team.
- Enhance current donor relationships, and cultivate relationships with targeted individuals, corporations and foundations.

- Work collaboratively with marketing department to develop marketing activities and partnerships to support and enhance The Center's profile and enhance fundraising performance.
- Generate new ideas, partnerships and avenues to expand The Center's fundraising base
- Ensure planning and coordination of cultivation and stewardship events and other special events, including Wine Auction
- Provide ongoing professional development opportunities for staff and serve as a resource providing direction on a daily basis.
- Work with the Database Administrator to ensure that proper guidelines, per industry standards and policies at the highest level of ethical practices in fundraising, exist and are used regularly for record keeping and data entry.
- Maintain a prospect portfolio and coordinate and monitor other staff members' portfolios annually
- Other duties as assigned.

**Key Interfaces:**

This position will interface with the following groups outside the department:

- Board
- Program Staff
- Accounting
- Database Administrator
- Donors, Members and Sponsors
- The public

Within the department, this position will supervise

- Fundraising Manager for Special Events
- Special Event Coordinator
- Events and Hospitality Assistant
- Development Associate

**Focus:**

Department Management – 10%

Comprehensive Development Plan – 75%

Supervise Department positions – 15%

**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.

- Work regularly requiring sedentary activity using a computer keyboard and mouse.
- Work requiring, on occasion, light physical effort including, but not limited to: walking and/or brisk walking, lifting, climbing/descending steps, climbing/descending ladders.

**Hours**

- The position is a full-time, exempt position

- Regular hours are 9:00am – 5:00pm Monday through Friday, with nights and weekends as necessary to attend programs and events that require the Development Directors participation.

**REQUIRED EDUCATION, EXPERIENCE, & CREDENTIALS:**

- Demonstrated fundraising success, clearly articulated
- Minimum of 5-7 years progressive fundraising experience in the not for profit environment, with increasing levels of authority and responsibility.
- Proven leadership and teamwork capabilities.
- Ability to prioritize and meet deadlines.
- Attention to detail and high degree of initiative.
- Excellent written communication, research, and organizational skills.
- A bachelor's degree; an advanced degree and or/CFE or other industry credential a plus

We provide our employees with a full benefits package and a competitive salary commensurate with experience. To apply, please submit cover letter and resume via email to: [DevelopmentDirector@sunvalleycenter.org](mailto:DevelopmentDirector@sunvalleycenter.org) no later than November 2, 2015.

The Sun Valley Center is an Equal Opportunity Employer