



## Sun Valley Center for the Arts

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

**Job Title:** Development Director

**Reports To:** Executive Director

**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, including Company of Fools. The Development Director supports, manages, and guides the Executive Director on all fundraising activities including major gifts, annual fund/membership, planned giving and special events (including integration of 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, engaging key players in major fundraising activities and 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 individual and group settings
- Excellent organizational abilities and able to handle complex concepts and translate into action
- Detail-oriented and efficient in managing projects and programs from plans to evaluation of results
- Proven capability of working with database driven information (Raisers Edge knowledge extremely helpful)
- Ability to lead, influence and negotiate
- Proven track record of meeting departmental and 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 Executive Director, 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
- Establish financial goals for The Center and develop a comprehensive fundraising program to include corporate, individual, government and foundation giving
- Work with the Executive Director to establish development income projections for the annual budget
- Identify and support cultivation of new prospects, ensuring that a robust portfolio of prospective major gift donors are being contacted and visited by the Executive Director, board members, key staff leaders and the Development team
- Enhance current donor relationships, and support cultivation of relationships with targeted individuals, corporations and foundations
- Generate new ideas, partnerships and avenues to expand The Center's fundraising base
- Work with the Database Administrator and Development Coordinator 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

**Key Interfaces:**

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

- Board of Directors
- Program Directors
- Finance team
- Database Administrator
- Special Events staff
- Donors, members and sponsors
- The public

Within the department, this position will supervise

- Development Coordinator/s
- Grant Manager
- Wine Auction Director and Special Events Manager

**Focus:**

Development – 100%

**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**

- This is a full-time, exempt position
- Position requires the flexibility to work evenings and/or weekends according to The Center's calendar of programs and events
- Regular office hours for The Center's Ketchum location are Monday-Friday, 9am-5pm

**Required Education, Experience and Credentials:**

- Demonstrated fundraising success, clearly articulated
- Bachelor's degree with a 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, including management experience
- Ability to prioritize and meet deadlines
- Attention to detail and high degree of initiative
- Excellent written communication, research, and organizational skills
- Experience communicating with donor audiences with the utmost professionalism
- Ability to work collaboratively with teams in a dynamic work environment
- Experience working in a donor database – experience with Blackbaud products preferred
- A desire to work within all facets of a multidisciplinary educational arts organization

**To apply:**

Please send cover letter and resume to [information@sunvalleycenter.org](mailto:information@sunvalleycenter.org).

Deadline for applications is April 30, 2019. We will be inviting qualified candidates to interview prior to the closing date as we are eager to fill this position quickly.

The Sun Valley Center is an Equal Opportunity Employer