



DIRECTOR OF DEVELOPMENT

Reports To: Executive Director
Status: Part-Time (3 days/week) OR Full-Time
Salary: \$60,000-\$65,000 (expected range for Full-Time)
Benefits: Health, Dental & Vision Insurance, Paid Vacation, 403(b) retirement (FT only)
Supervises: Development Coordinator
Hours: 21-40 hours within the normal business hours of 9am-5pm Monday-Friday, plus periodic events outside of regular hours

Position Summary

The Director of Development will play a critical role in advancing the mission of the Arts & Business Council of Greater Nashville by leading effective, ethical fundraising efforts and cultivating relationships with donors, sponsors, and partners. This position is responsible for creating and implementing strategies and systems to secure financial and in-kind support for the organization's programs, events, and initiatives. An integral member of the staff, the Director of Development will work closely with the Executive Director and Board of Directors to develop and execute comprehensive fundraising plans that align with the organization's goals and objectives, and will play an active role as a thought leader in planning and communicating the Arts & Business Council's vision. Typical duties will include, but are not limited to:

Fundraising Administration & Strategy Development

- Collaborate with the Executive Director and Board of Directors to develop and implement annual fundraising strategies and goals aligned with the organization's mission and priorities.
- Engage in the identification, cultivation, solicitation, and stewardship of individuals, corporations, foundations, and public funding sources to support the Arts & Business Council's organizational budget and strategic goals.
- Manage a portfolio of individual and institutional relationships as well as support the Executive Director and Board in their work stewarding critical relationships.
- Design and execute both annual fund and program-specific initiatives that attract a broad base of individual support and major giving, and that support year-over-year revenue growth.
- Develop and maintain authentic relationships with local and regional businesses to expand in-kind donations and sponsorship opportunities.
- Collaborate with the Executive Director and Director of Programs to align grant requests, sponsorships, and other development opportunities with program goals and work.
- In partnership with the Executive Director and Board Treasurer, develop the organization's contributed revenue goals, set strategies to achieve those goals, monitor progress, and forecast potential changes to revenue.
- Design effective operating systems, processes, and norms for a development program that has grown organically.

Grantwriting

- Research and identify grant opportunities from government agencies, foundations, and other grant-making organizations.
- Lead the research, writing, and submission of organization-wide and program-specific grants and grant reports by overseeing and administering a calendar of local, state, and federal grant opportunities, ensuring high accountability to organizational commitments and deadlines.
- Craft compelling case statements and grant narratives that amplify the impact and importance of the Arts & Business Council's programs, and articulate the value of the organization to the myriad communities it serves.
- Manage the grant application process from submission to reporting.

Donor Cultivation & Stewardship

- Oversee gift processing and acknowledgment in accordance with nonprofit requirements and standards.
- Cultivate and maintain relationships with individual donors, corporate sponsors, foundations, and other funding sources through personalized communication, donor recognition events, and stewardship efforts.
- Direct and expand donor stewardship and cultivation activities, including special events and benefits fulfillment.
- With Director of Programs and Volunteer Services Specialist, explore volunteer initiatives as avenues for potential donorship.

Community Engagement & Special Events

- Plan, coordinate, and execute special events and fundraising initiatives, including the Arts & Business Council's two annual fundraising events, additional donor appreciation events, and fundraising campaigns.
- Collaborate with staff members, board members, volunteers, and external partners to identify fundraising opportunities, leverage networks, and enhance the organization's visibility and reputation within the community.
- Attend local and regional events to increase visibility and connections throughout the region and state.
- Oversee and evaluate the Arts & Business Council's membership program for individuals and organizations.
- Assist the Executive Director and Board Governance Committee in identifying, cultivating, and recruiting diverse members of the Board of Directors, with particular focus on those who have strategic importance in Greater Nashville's cultural industries or business landscape.
- Recommend best practices and support procedures that empower board members to better embody their community ambassadorship and fundraising roles.

Database Management & Reporting

- Oversee the Development Coordinator in the maintenance of accurate donor and sponsor records in the CRM database.
- Generate regular reports on fundraising progress, donor demographics, and other key metrics for internal and external stakeholders. Utilize available data to analyze and document fundraising needs and opportunities.
- Oversee the creation of the organization's Annual Report, as well as other fundraising impact materials.
- Participate in Board Community Engagement & Fundraising Committee, preparing reports and leading conversation and input around both development and event strategy with the Board of Directors.

Position Requirements & Qualifications

The Director of Development will be a natural connector who understands that people can be moved with narratives and data. This dynamic individual will imagine new avenues of financial support and understand how to methodically and diligently plan a course of action that will support the present and future of the Arts & Business Council.

Experience

- Advanced knowledge and demonstrated success in fundraising and development with diverse supporters (across individual and corporate donations, grants, and sponsorships, and more) required.
- Minimum of 5 years of experience and leadership in nonprofit fundraising, development, or related field.
- Bachelor's degree in nonprofit management, fundraising, business administration/business development, or related field (or equivalent experience) is preferred.
- Knowledge of gift stewardship regulations, laws, and best practices.
- Experience leading cross-functional teams and working with various internal and external stakeholders for successful development work.

Characteristics, Knowledge, Skills and Abilities

- Understanding of and passion for the Arts & Business Council's mission and the capacity to communicate that mission effectively and persuasively.
- Excellent written and verbal communication skills, with the ability to craft compelling grant proposals, donor communications, and fundraising materials.
- Strong organizational skills and attention to detail, with the ability to effectively manage multiple priorities and deadlines simultaneously.
- Exceptional public and interpersonal relations skills, and proven ability to work with a variety of people and environments.
- Strong organizational and time management skills; dexterity to chart a long-term course of action, develop measurable milestones, and meet intended deliverables towards a specific outcome.
- Proactive self-starter with a high degree of professional independence and ability to exercise impeccable judgment with minimal guidelines, but also unafraid to ask questions.

- Inclusive and empathetic with a firm commitment to DEIB work and an understanding of what it means to be equitable.
- Collaborative mindset and confidence working within a growing organization.
- Engagement with local and national trends and critiques of philanthropy, and an openness to or curiosity about new practices.
- Positive and flexible with intellectual curiosity and ability to learn and grow to meet the changing requirements of the job.
- Entrepreneurial and goal-oriented with an Interest in creating, leading, and managing new initiatives to meet the needs of a highly innovative and creative organization.
- Excellent knowledge of office software including Microsoft Office and GSuite (Docs, Sheets, Forms, etc.)
- Proficiency in donor management software (e.g., Salesforce), a plus, with experience collecting, analyzing, reporting, and presenting meaningful data.
- Proficiency in task management software such as Asana, Basecamp, or Slack, a plus.
- Knowledge of the arts and culture sector and/or experience working in a cultural nonprofit organization is preferred.

Environmental Conditions & Physical Demands

- The work environment involves everyday risks or discomforts requiring normal safety precautions typical of such places as offices and meeting rooms; use of safe work practices with office equipment, avoidance of trips and falls, and observance of fire regulations. The Arts & Business Council employs a flexible, hybrid work model with time spent in a temperature-controlled office and/or the employee's preferred remote work location.
- Some work outside of typical office hours may be required during the planning and execution of special events. Some light local travel to run errands may also be required.
- The work environment will require walking, standing, bending and carrying of items weighing 1-30 lbs. Also, the employee must have manual dexterity, visual and auditory acuity.
- Some repetitive motion is involved.

To Apply: Qualified applicants please submit resume to: info@abcnashville.org