



THE UMBRELLA

Job Title: Associate Director of Development

Department: Development

Reports to: Executive Director

Date: May 2017

Position Summary:

Do you have a passion for making an impact in the community? The Umbrella seeks an Associate Director of Development to round out our Development team and provide critical support to complete our \$20 million transformational capital campaign, which will enhance the building and programming to be the centerpiece of this region. The Associate Director of Development will work closely with a small Development team and the Executive Director, along with a Campaign Chair to carry out a broad based fundraising plan targeting individuals, corporations, foundations and government agencies to support our ambitious campaign and operating goals.

The Umbrella Community Arts Center:

Since its founding in 1983, The Umbrella has served as a dynamic community arts center and has significantly enriched the lives of people in and around Concord. The Umbrella's high-quality programs, teachers, and artists are at the heart of the organization. The value of these offerings and individuals are immeasurably enhanced by their relationships with each other and by their contributions to the community.

Job Responsibilities:

- o Establish solicitation priorities, manage prospect lists and research, prepare targeted cultivation plans and solicitation strategies for a range of prospects for both Annual Fund and Campaign; prepare and provide support to staff, board members and volunteers for solicitations;
- o Qualify prospective donors; work collaboratively with the Development team, Executive Director, and the Campaign Chair to cultivate identified prospects and prepare foundation and government grant proposals;
- o Build relationships with community stakeholders to advance the mission and fundraising goals of the organization;
- o Administer Capital Campaign efforts;
- o Collaborate with the Development team to coordinate an effective program for recognition, involvement and stewardship of major and special gifts donors;
- o Work collaboratively with the Development team to support the ongoing annual giving function, and participate in Development events, specifically the annual spring fundraising gala;
- o Show an active interest in the community by being out of the office, meeting new prospects, and cultivating existing donors; and
- o Other duties, as assigned.



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Qualifications:

- o Bachelor's degree required, familiarity with nonprofit cultural institutions, including visual and performing arts;
- o Minimum of five years of progressive experience in fundraising with proven track record of success, and specific experience in major giving and/or capital campaigns;
- o Knowledge of Boston's Metro West and national philanthropic entities that support the arts;
- o Ability to understand the needs and interests of major donors in order to develop relationships between them and The Umbrella;
- o Ability to articulate the case for support so that individuals "buy into" the vision/mission/goals of The Umbrella and understand with sufficient effectiveness to secure gifts and pledges of \$25,000 or more;
- o Outstanding and persuasive communication skills required; capable of working effectively with board members, staff members, volunteers, consultants and donors/prospects;
- o Energetic, self-motivated, flexible and adaptable with a sense of humor, able to multi-task and work independently in a small, hands-on work environment;
- o Interest in all aspects of the arts and a dedication to promoting The Umbrella's fundraising priorities. A team player with an attitude of service and ability to motivate others;
- o Familiarity with MS Office, Raiser's Edge, or other donor database software, web applications, and knowledgeable about the role of technology and electronic communication in fundraising;

Compensation

The Umbrella offers a competitive salary commensurate with experience, plus a benefits package, which includes medical, vacation, sick leave and holidays.

The Umbrella is an equal opportunity employer and does not discriminate against any person based on age, race, national origin, gender, sexual orientation, religion, marital status, parental status or mental/physical handicap.

To Apply

Please submit resume, cover letter, and one writing sample via e-mail with the subject **Associate Director of Development**, no later than April 28, 2017 to:

Jerry Wedge
Executive Director
jerry@theumbrellaarts.org