



THE UMBRELLA

DIRECTOR OF DEVELOPMENT

The Umbrella Community Arts Center

- Play a core role in transforming a dynamic community arts center into a thriving regional arts destination as The Umbrella moves into its new building in Fall 2019
- Continue building philanthropic support as demonstrated through successful capital campaign (currently \$18.2 million raised toward a \$25 million overall goal), annual fund, and special events
- Collaborate with program directors in marketing and communications, arts education, performing arts, studio and gallery arts, arts & environment,

Are you an experienced fundraiser with a passion for the arts? Interested in working in a relatively small shop with tremendous regional impact? Like a wide variety of responsibilities and opportunities to innovate?

The Umbrella Community Arts Center is an innovative and forward-thinking center of excellence in the arts in the greater Boston area. We foster - and connect - the arts with our local and regional community through arts education, performing arts, studio arts, our arts gallery, and arts & the environment programs. We are at a stage in our growth plan where we need an experienced and versatile development leader who thrives in a “make it happen” environment.

The Director of Development will have the opportunity to bring innovative approaches to continue the expansion of The Umbrella’s development programs and to complete a transformative capital campaign. The organization has invested in development operations and staff to build a sustainable donor base for the future, and the DOD will manage 2.5 staff, a grants consultant, and campaign consultant. Our donors are excited by our dynamic vision for the future and Development efforts are supported by an engaged Board, Advisory Council, and other volunteer committees. This position works closely with the Board and reports directly to our Executive Director.

Characteristics

Our ideal candidate will be excited and energized by the opportunity to provide strategic direction and hands-on involvement in a full range of development activities. S/he will have the blend of experience, confidence, and focus to inspire donors and volunteers and a management style that encourages teamwork and results. S/he has a strong presence and a collaborative style— a blend of confidence, humility, and humor that gains credibility and trust with colleagues and potential donors. S/he thrives in an artistic, diverse, and intellectually dynamic environment.

RESPONSIBILITIES

Leadership and Management

- Develop the strategy and implement plans for a comprehensive development operation , including the capital campaign, annual fund, major gifts, corporate and foundation relations, special events, and donor relations
- Manage the Development staff, including Assistant Director of Development, part-time Major Gifts Officer, Development Assistant, and consultants
- Develop and manage the measurement of progress toward objectives, as well as budgets, and proactively optimize or re-direct approaches

- Serve as key member of senior leadership team

Fundraising Responsibilities

- Work closely with the Campaign Chair, Board, Executive Director, and Campaign Consultant to ensure campaign's successful completion
- Manage a portfolio of top donors and prospects to complete campaign and continue to build leadership annual giving
- **Work closely with volunteer committees in support of special events and fundraising initiatives**
- Oversee development operations to ensure timely and secure gift processing and acknowledgments and database integrity
- Provide support to the Development Committee of the Board of the Board of Directors, and work closely with the Board of Advisors.
- Work closely with program directors, Executive Director, and potential funders to develop specific fundraising initiatives and priorities
- Work closely with Director of Marketing and Communications to develop communications in support of fundraising and stewardship

REQUIREMENTS

- 7-10 years of nonprofit development experience is required; a background in the arts is preferred. Capital campaign experience preferred.
- Strong management and interpersonal skills and ability to work collaboratively with volunteers and donors
- Demonstrated ability to think strategically and creatively and to communicate effectively with a range of audiences
- Strong sense of fundraising ethics and respect for confidentiality of donor information.
- Excellent organizational skills and ability to prioritize workload for self and team
- Strong work ethic, flexibility, and an optimistic and positive attitude.
- Proficiency in use of Raiser's Edge or similar CRM, fluency in Microsoft Office products, and understanding of database systems
- Excellent understanding of social media, online fundraising opportunities, and knowledge of emerging fundraising systems and tools
- Occasional weekend or evening work required

EDUCATION

- Bachelor's degree required

PHYSICAL REQUIREMENTS

- Must be able to remain in a stationary position 50% of the time
- Must be able to move about inside the office to access file cabinets, office machinery, such as a copier/printer, etc.

The Umbrella Community Arts Center 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. Our compensation and benefits plan is designed to be competitive for the Boston suburban area in the non-profit sector. Offers will be contingent upon experience.

ABOUT THE UMBRELLA

Since its founding in 1983, The Umbrella has served as a dynamic community arts center in the heart of Concord. This one-of-a-kind arts center brings an incredible array of programs under one roof. In the Fall of 2019, The Umbrella will move into an exciting new facility with updated artist studios, two new theaters, and new classrooms, including a MakerSpace and FabLab. The Umbrella includes 50 resident artist studios, offers 250 arts education courses attracting 1600 children and adults annually, and in 2019 will introduce Boston's newest professional theater company, The Umbrella Stage Company, in a dynamic season of 6 plays. In addition, the Arts and Environment program combines creative self-expression focused on nature with environmental awareness and an Arts Gallery features exhibitions, artist's talks, and lectures. A relatively new



concert series has recently featured Lyle Lovett, Sara Bareilles, Bruce Hornsby, Jewel, Old Crow Medicine Show, and Natalie Merchant.

The Umbrella lives its values of **creativity**, **collaboration**, and **community** every day, whether in the arts classrooms or in the dance studio, backstage at the theater or on the front lawn for Earth Day.

Administrators and artists work side by side in a creative, energizing, and casual environment. At The Umbrella, everyone is inspired to lead a creative life.