

**The Bascom: A Center for the Visual Arts
323 Franklin Road, Highlands, NC 28741**

Job Description

Title: Director of Development
Reports to: Executive Director
Status: Exempt, Full time

Description:

Identify, cultivate, solicit, and direct annual, capital, special and endowment gifts and campaigns in partnership with the Executive Director, the Board of Directors and all Fundraising committees. Cultivate and expand the donor base; encourage involvement of volunteer board members and committee members within the organization; inspire a culture of philanthropy among all staff and volunteers; and manage the development staff.

Responsibilities:

- Work with ED and Board to plan and implement all solicitations and other activities included in the fundraising program and incorporated in the strategic plan.
- Develop and manage the department, its staff and budget to improve processes and implement best practices; direct and evolve systems and protocol for data collection, processing, donor research and analysis.
- Lead the planning and execution of all fundraising strategies to meet or exceed fundraising goals.
- Increase financial support through individual and benefactor memberships, Board member and patron contributions, foundation grants, major and planned gifts, and corporate sponsorships.
- Serve on designated Board Committees, attend meetings, and provide reports to the Board of Directors as required.
- Assist in the identification and recruitment of Board and volunteer leadership prospects.
- Provide timely reporting of existing Board gifts and manage Board giving as outlined in the strategic plan.
- Manage and direct Development Manager on grants, sponsorships, special events and membership.
- Oversee the donor development process including acknowledgement of gifts and fulfillment of benefits for all donations.
- Work with Executive Director and CFO to develop overall development budget.
- Other duties as assigned.

Qualifications:

- B.A. and minimum of five years of increasing responsibility and proven success in fundraising required.
- Proven success with staff oversight, collaboration, team building and committee work.
- Successful track record of major, planned and annual gifts, grants, sponsorships and benefactor support of benefit events, and membership support.
- Excellent written and verbal communication skills.
- Demonstrated ability to prospect, cultivate, steward and acknowledge donors.
- Knowledge of industry standards, charitable gift rules and regulations.
- Excellent computer skills and knowledge of fundraising and/or membership database programs.
- Excellent interpersonal skills that include patience, perseverance, tact and diplomacy.
- Knowledge of museums and past experience in seasonal resort community is a plus.
- Must be willing to work flexible hours around all events and programs.

Personal Characteristics:

- Demonstrated leadership abilities and interpersonal skills; must have credibility, good judgment, honesty, integrity and an ability to motivate others.
- Demonstrated ability to problem-solve, work independently and excel in a high-performance culture.
- Demonstrated team player with a positive attitude and an understanding and appreciation of philanthropy.
- Demonstrated ability to view challenges, opportunities and new projects as a chance to develop creative and innovative skills and abilities within the team.
- Demonstrated collaborative, positive and proactive style; a strong public ambassador for The Bascom; able to work efficiently in an atmosphere charged with excitement and energy.
- Demonstrated flexibility and ability to refine strategies after feedback from key stakeholders.
- Appreciation for the arts.

Please send resume with cover letter to tosborn@thebascom.org.