



**Position Title:** Director of Development

**Department:** Development

**Reports to:** Executive Director

**Status:** Full-Time, Salaried, Exempt

**Position Summary:**

Pratt Fine Arts Center is seeking a bright and energetic Director of Development to lead its development efforts in support of the organization's dynamic mission. The Director of Development will strategically build long-term financial health for the organization by establishing meaningful and productive relationships with the community through cultivation, solicitation, and stewardship of donors at all levels.

An opportunity for an innovative Development professional means that this position is perfect for a creative thinker with solid fundraising fundamentals. With a foundation of longtime donors, all-time high interest in art classes, and an invigorated community returning to the facility, Pratt is ripe for enhancement and direction in the development space.

Reporting to the Executive Director, the Director of Development will work closely with the Board of Trustees, marketing, programs, and leadership, while overseeing a development team. **Relationship management, annual fund planning and execution, event leadership, fiscal stewardship, and team management** are major functions which this role will drive. The Director of Development will have the opportunity to strategize and implement growth-based annual fund solicitation and stewardship systems, engage longtime donor relationships while cultivating diverse funding prospects, and innovate contributed income streams.

Pratt is in search of candidates with proven success in development who are poised and prepared to lead a comprehensive development program. A successful candidate will be a self-starter with a lively personality who is comfortable working both as a part of a team and working independently. The Director of Development will co-lead the Auction Committee, Development Committee, and serve on the Finance Committee and 50<sup>th</sup> Anniversary committee in an advisory capacity. This is a rare opportunity for a promising development professional to grow with an organization holding a strong reputation for fundraising.

Pratt Fine Arts Center is an equal opportunity employer and committed to diversity, equity, and inclusion. Preferred candidates will be able to demonstrate an understanding of systemic oppression and the ability to apply an anti-racist lens to all work at Pratt. Black, Indigenous & People of Color (BIPOC) are encouraged to apply.

This is a full-time, year-round position requiring occasional evening and weekend hours, as required. Pratt is a hybrid workspace; the leadership team is required to maintain 3 days a week on campus and attend 6 board meetings along with the annual retreat.

**Responsibilities:**

The Director of Development at Pratt Fine Arts Center will:

- **Engage Pratt Board of Trustees**
  - Assist with board recruitment for contributed income goals
  - Co-Lead Auction Committee and Development Committee
  - Attend Finance Committee and 50<sup>th</sup> Anniversary meetings on behalf of development
  - Work with board members and executive director to craft and implement special events for stakeholder engagement
- **Own and implement a high-touch donor engagement plan**
  - Strategic major gift cultivation and solicitation of longtime donors
  - Develop new forms of donor cultivation through diverse stakeholder engagement
  - Work across departments to create donor opportunities through brand awareness and storytelling
- **Strategize and lead annual development plan**
  - Build plan with support of Development and Leadership teams
  - Connect development plan to annual budget
  - Innovatively reengage with recurring donors to build affinity
- **Produce and drive annual fundraising auction**
  - Oversee project management and supervision for staff, volunteers, and sponsorships
  - Lead cross-departmental team including vendors, event consultants, committees
  - Effectively report and connect annual fundraising auction to annual budget
- **Manage and supervise Development team**
  - Supervise two full-time staff members
  - Oversee CRM/DRM systems
  - Supervise foundation, government, and corporate grant writing efforts
  - Secure major sponsorships for auction, annual Open House and programs/organizational initiatives
- Represent Pratt within various stakeholder communities
- Create, manage, and operate budgets
- Promote a formalized planned giving program
- Monitor contributed income
- Capital fundraising, as needed

**Minimum Qualifications:**

- Bachelor's degree in related field or relevant experience
- 5+ years of experience in development positions, preferably for arts or community building organizations
- Excellent communication skills in writing and oral presentation
- Proven success in establishing and meeting development goals
- Understanding and experience with special event production
- Experience with personal solicitations in person and via phone/email
- Ability to work with diverse constituent groups including principal donors, trustees, artists, etc.
- Knowledge of donor database software systems; Blackbaud product knowledge a plus
- Confidence in working with financial data and reports
- Demonstrated record of integrity
- Ability to lift and transport works of art

**Preferred Qualifications:**

- Master's degree in related field
- Fundraising auction experience
- Passion for arts education and support of artists
- Experience in serving diverse populations
- Familiarity with the Central Area, local arts organizations, or related institutions
- Competence in serving diverse populations
- Demonstrated commitment to diversity, equity and inclusion
- Ability to manage stress and maintain sense of humor

**Compensation:**

\$75-90k annual salary range DOE + medical, dental, and long-term disability and paid vacation. Employee-paid short-term disability and retirement programs are provided but are optional. Also includes generous in-kind benefits in the form of class registrations and studio access.

**Application Requirements:**

Interested parties should email the following application materials to Jessica Borusky, Executive Director, at [jborusky@pratt.org](mailto:jborusky@pratt.org).

- A cover letter including a statement of commitment to diversity, equity and inclusion
- Current resume
- Three references

No calls or drop-ins, please.

**Application Deadline:**

The position is open until filled with initial applicant review and priority given to those who apply by November 30<sup>th</sup>, 2024.

*Pratt Fine Arts Center is committed to a policy of equal opportunity for all persons and does not discriminate on the basis of race, color, national origin, age, marital status, sex, sexual orientation, gender identity, gender expression, disability, religion, political affiliation or veteran status in employment, membership or educational programs and activities. Furthermore, Pratt Fine Arts Center is committed to retaining a racially diverse team. Black, Indigenous & People of Color (BIPoC) are encouraged to apply.*