

## **Fundraising and Development Director**

Works closely with the Director in the identification, solicitation and cultivation of major gifts from individuals and corporations. Develops planned giving and endowment programs to enhance giving opportunities for prospects. Works closely with Concert Planning Specialist to coordinate strategic fund-raising events. Participates in overall event day-to-day management, short-term and long-term planning for event tracking and execution. Support membership recruitment & retention opportunities. Coordinating with Grant Writing Specialist, Concert Planning Specialist, and Online Communications Director, develop a strategy to maximize member and donor exposure through all communications vehicles.

### **Development:**

#### **Organizational Growth**

- Assist in building a community-based performing arts organization with a global scope brand
- Develop strategies to stimulate and guide Fermata Eclectic's growth as an organization
- Spearhead letter writing campaign to celebrities, politicians, partners and letters to editors

#### **Donors**

- Cultivate relationships with private, individual donors
- Reach out to local businesses and community members as potential donors by developing an effective cause marketing plan
- Leverage social media to attract donors
- Develop a strategy to maximize member and donor exposure through all communication vehicles
- Coordinate with the Online Communications Manager to develop and implement a strategy for online giving
- Support membership recruitment & retention opportunities

#### **Major Gifts**

- Work closely with the Director in the identification, solicitation and cultivation of major gifts from individuals and corporations.
- Develop planned giving and endowment programs to enhance giving opportunities for prospects.
- Work with the Director to set goals for strategic development
- Work with the Director to develop relationships with foundations that will result in program funding.
- Develop and maintain major gift tracking tools using database and other sources.

**Fundraising:**

- Coordinate high-profile and strategic fund-raising events to include new and existing performance arts organization partners
- Manage logistics (venue, hotel, etc.) for strategic events
- Coordinate invitation and RSVP processes
- Maintain database to produce event tracking reports (invitations, RSVP, sponsorship, etc.)
- Manages production of sponsorship letters and invoices
- Responsible for sponsorship benefit fulfillment

**Skills**

- Background and/or knowledge of major gift fund raising from individuals, corporations, and foundations.
- Background or experience in managing and executing special events
- Basic understanding of planned giving and endowments preferred
- Corporate and private foundations experience preferred
- Strong writing skills
- Ability to juggle multiple priorities
- Solid knowledge and ability to apply Microsoft Office Suite
- Familiar with the use of a database
- Ability to work with people of diverse backgrounds
- Ability to exercise sound judgment
- Maintain confidentiality
- Strong analytic skills
- Work well as part of a team
- Ability to excel in fast-paced, changing, and challenging environments.

**How to Apply**

Please send your résumé and cover letter to the director at [mikel@fermataeclectic.org](mailto:mikel@fermataeclectic.org). Candidates should use the cover letter to identify and describe any successful membership recruitment/fundraising campaigns they have participated in, executed or developed. Work samples are encouraged.

Skype and other remote communications are a must.

Fermata Eclectic, Inc. is an Equal Opportunity Employer. It does not discriminate on the basis of race, gender, ethnicity, sexual or gender orientation, age, religion, or disability.