



DEVELOPMENT DIRECTOR JOB DESCRIPTION

Summary

Founded in 1999 to be the backbone of our cultural community, The Cultural Alliance of York County strategically invests in the work of artists, culture bearers, art educators, and arts organizations so that imagination, innovation, and risk taking can thrive in York County. We lead, strengthen and amplify the voices of a cultural economy that ignites creativity, inspires people and is essential for a healthy region. We center culture as a community builder and problem solver; a key component of economic growth and development, tourism, education and everyday life. Learn more at www.culturalyork.org

The Cultural Alliance recently completed a five-year fundraising plan. That plan highlighted the organization's critical need to employ a Development Director – a new position. The role will provide leadership and vision for all philanthropic initiatives, including translating its recently developed plan into measurable goals, objectives, and outcomes. The Development Director will report to the President and work in conjunction with the Executive Team in the areas of fundraising, advocacy, and public relations. The position is full-time and will include weekend and evening hours, given its interaction with donors and community leaders. The Development Director must have strong communication, leadership, teamwork, and fundraising skills.

The Development Director will be joining the Cultural Alliance President, Director of Impact, and Director of Arts in Education in a tight-knit, trust-based leadership team. Our staff values innovation, enjoys taking calculated risks, and works both individually and together to try new approaches to systemic problems. We are invested in the greater good, challenge and support each other, and check in on one another professionally and personally. We balance work and home with hybrid work schedules, generous vacation and parental leave policies, employee benefits, and provide professional development/continuing education opportunities so we continue to grow.

Job Responsibilities

- Works with the President and Director of Impact to implement the 2024-2029 fundraising plan
- Plan and implement multi-faceted fundraising campaigns that align with leadership's short and long-term goals and activities, including
 - annual giving (major gifts, corporate gifts, individual giving)
 - planned giving/endowment
 - special events



BRINGING ARTS AND CULTURE
TO LIFE IN YORK COUNTY

- sponsorships
- grant writing
- Special projects/capital campaigns
- Identifies, cultivates, solicits and stewards new potential donors through prospect research, network mapping, donor meetings, presentations and events
- Maintain, and build relationships with current/past donors including moving donors up the giving ladder
- Analyzes trends in giving and donor behavior and recommends/adjusts strategies accordingly
- Manages a portfolio of donors giving \$5K and above and supports the President in the management of his/hers/their donor portfolio
- Supports board of directors in their donor relationship building efforts
- Responsible for supporting the development of annual budget to accurately reflect the financial condition of the organization in the areas of fundraising, public relations, and marketing
- Research new public/private grant opportunities and works with Development Associate on grant writing/reporting
- Partner with the Development Associate to manage the donor database and timely receipt and acknowledgment of gifts, fulfillment of sponsorship, grants, and other donations
- Collaborate with the Director of Impact to develop donor communication materials such as a case for support, planned giving program materials, and corporate sponsorship packets

Professional Qualifications

- A bachelor's degree and/or five or more years of development and fundraising experience (emphasis placed on experience over education)
 - Experience in professional fundraising/development to include applied knowledge of fundraising strategies and donor relations with foundations, individuals, and corporations and a proven track record with major gift fundraising
- Transparent and high integrity leadership and a style that motivates people to work hard while having fun
- Strong organizational abilities including collaborating, planning, delegating, program development and task facilitation
- Strong written and oral communication skills and appropriate self-confidence and maturity so as to effectively communicate Cultural Alliance's vision at all levels and



across organizational lines in a manner inspiring to staff, board, donors and volunteers

- Demonstrated ability to collaborate with staff with a “hands-on” orientation to the workplace and supervision, and the humility to be willing to take on any task at any time.

Salary and Benefits

Salary range is \$90,000-\$98,000 annually, commensurate with experience and other qualifications.

Benefits include:

- Flexible schedule with hybrid in-person and remote work environment, and all the tech and secure software you need to do so successfully
- Medical cost reimbursement plan per employee
- Life insurance, short-term and long-term disability insurance, and parental leave provided
- 401K with company match

How To Apply

Please send resume with salary history along with a cover letter of no more than 2 pages to kelley@culturalyork.org . Within your letter, answer the following:

- Why is the work of the Cultural Alliance of interest to you?
- How do your experiences, personal strengths and leadership abilities prepare you for this position?
- Describe a successful fundraising campaign with which you have been involved or provided a leadership role?

No phone calls or emails please (other than as specified above)