



## Development Director

**Reports To:** Executive Director

**Compensation:** Competitive salary, full benefits

**Classification:** Full-time

### **Position Summary**

The Development Director is responsible for planning, organizing, and directing all of Icicle Creek Center for the Art's fundraising including, the membership program, grants, planned giving, special events and capital/endowment campaigns. The Director works closely with The Executive Director and the Board of Directors in all development and fund raising endeavors.

### **Responsibilities**

- *Plan development activities*
  - Collaborate with the Board of Directors, ED, and key stakeholders to create a fund development plan which increases revenues to support the strategic direction of the organization
  - Implement fund development plans in accordance with ethical fundraising principles
  - Monitor and evaluate all fundraising activities to ensure that the fundraising goals are being achieved
  - Monitor trends in the community or region and adapt fundraising strategies as necessary
- *Organize fund development activities*
  - Develop and manage timelines for various fundraising activities to ensure strategic plans and critical fund raising processes are carried out in a timely manner
  - Identify, prepare and submit grant applications as outlined in the fund development plan
  - Oversee the planning and execution of special fundraising events
  - Identify and develop corporate, community and individual prospects for the organization's fundraising priorities
  - Oversee the administration of a donor mailing list and database which respects the privacy and confidentiality of donor information
  - Coordinate in-kind donations and make decisions regarding the issuing of receipts
  - Develop policies and procedures for the development department that reflect ethical fundraising practices
- *Manage development budget*
  - Work with board and ED on an annual income and expenditure budget for the fund development program
  - Monitor and prepare regular reports on progress, budgets, receipts and expenditures related to fundraising and management of the development office
- *Promote the organization*
  - Create an understanding of philanthropy within the organization
  - Develop a comprehensive communication plan to promote the organization to its donors and maximize public awareness of the fundraising activities of the organization
  - Coordinate the design, printing and distribution of marketing and communication materials for development efforts
  - Build relationships with community stakeholders to advance the mission and fundraising goals of the organization

### **Knowledge, Skills & Abilities**

- Creativity/Innovation: Develop new and unique ways to improve the finance of the organization and create new opportunities
- Focus on Donor Needs: Ability to anticipate, understand and respond to the needs of donors to meet or exceed their expectations within the organizational parameters
- Build Relationships: Establish and maintain positive working relationships with others, both internally and externally, to achieve the goals of the organization
- Communicate Effectively: Speak, listen and write in a clear, thorough and timely manner using appropriate and effective communication tools and techniques
- Behave Ethically: Understand ethical behavior and business practices and ensure own behavior is consistent with these standards and aligns with the values of the organization
- Foster Teamwork: Work cooperatively and effectively with others to set goals, resolves problems and make decisions that enhance organizational effectiveness
- Lead: Positively influence others to achieve results in the best interest of the organization
- Make Decisions: Assess situation to determine the importance, urgency and risks and make clear decisions which are timely and the best interest of the organization
- Organize: Set priorities, develop a work schedule, monitor progress toward goals and track details, data, information and activities
- Plan: Determine strategies to move the organization forward, set goals, create and implement action plans and evaluate the process and results.
- Solve Problems: Assess problem situations to identify causes, gather and process relevant information, generate possible solutions and make recommendations and/or resolve the problem

### **Requirements and Qualifications**

- Bachelor's degree and/or five or more years of fundraising experience
- Knowledge of fundraising management, special event planning, volunteer management and federal and state regulations affecting non-profit organizations
- Proficiency in fundraising software, word processing, databases, spreadsheets, email, internet and social media platforms
- Background in nonprofit arts preferred
- Must pass Criminal Background Check
- Excellent interpersonal and communication skills
- Ability to work as part of a team
- Capable of working in a dynamic environment
- A cheerful, outgoing and helpful disposition
- A keen interest in the arts and entertainment

### **Physical Environment**

- Ability to be on your feet for long periods of time
- Ability to bend, kneel, stoop, and reach arms overhead
- Ability to lift 35 pounds unassisted
- Ability to move freely around the ICCA campus and adjacent properties as needed

### **About Us**

Our Mission: Icicle Creek Center for the Arts is a place where learning, creating, and performing inspire and nurture the human spirit in a spectacular mountain setting.

Icicle Creek is an independent, non-profit organization not affiliated with any commercial enterprise. We are supported by contributions, grants and donations from individuals, corporations and foundations. Icicle Creek is an Equal Opportunity Employer, and does not discriminate on the basis of race, color, national origin, marital status, veteran's status, sexual orientation, age or disability.

### **To Apply**

Submit the following no later than 5:00pm on June 7, 2019:

- Cover letter
- Current resume
- Three professional references
- Salary requirements

Materials should be delivered electronically or by USPS to:

Icicle Creek Center for the Arts

ATTN: Rebecca Ryker, Executive Director

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Leavenworth, WA 98826

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