



Position Summary

Mid Atlantic Arts seeks a Director of Development to lead and implement all fundraising and development activities to advance Mid Atlantic Arts' strategic goals and mission. The Director of Development initiates and executes the development strategy to secure significant financial resources from government, foundations, corporations, and individuals to support Mid Atlantic Arts' mission. The Director of Development is a member of Mid Atlantic Arts' senior management team and collaboratively informs the organization's strategic plan to achieve long-term goals. The Director of Development supervises the Development Associate.

Responsibilities

Development and Fundraising

- Work with the Board Fundraising Committee to set yearly goals and monitor progress.
- Research potential funding partners and develop grant proposals for private foundation, corporate, and government funders in support of program and project initiatives.
- Identify potential major donor support and cultivate gifts.
- Manage all communications with past, current, and potential donors.
- Research new fundraising tools and recommend implementation.
- Provide narrative or other information necessary for reporting to grantors on funded activity.
- Communicate regularly with funders about program progress and/or any proposed changes.
- Direct and manage special event fundraising including sponsorships and other support.
- Prepare development reports and documents for Board and related Committee meetings.
- Manage development and fundraising budget.

Administration

- Direct the planning, development, implementation, budgeting, maintenance, and support of all department functions.
- Ensure compliance with all laws, regulations, and accounting standards related to charitable giving.

Team Leadership

- Participate in strategic planning processes and workplan development/review.
- Actively participate in Mid Atlantic Arts' strategic efforts to advance diversity, equity, inclusion, and accessibility in the organization and the arts community.
- Participate in management meetings, program meetings, staff meetings, and all Board meetings.
- Administer and manage policies, standards, practices, and security measures for all department functions to assure effective and consistent department operations.

- Recruit, hire, train, supervise, mentor, evaluate, and develop assigned employees according to Mid Atlantic Arts policies and procedures.

Qualifications

- Bachelor's degree in a relevant field, or equivalent in work experience.
- 7+ years of experience in nonprofit fundraising with demonstrated success in achieving revenue goals.
- 5+ years experience successfully managing a team.
- Understanding of the local, state, regional, and national arts ecosystem.
- Exceptional interpersonal and facilitation skills with a track record of developing strong relationships with colleagues, partners, funders, and individual donors.
- Strong organizational and planning skills and attention to detail, with ability to anticipate, initiate, and advance multiple priorities and projects concurrently.
- Outstanding verbal, written, and interpersonal communication skills.
- Intermediate proficiency using: Fundraising/development platforms and CRM database systems; Microsoft Office (Word, Excel, PowerPoint, and Outlook).

Preferred Qualifications

- Certified Fund Raising Executive (CFRE); Certified Grant Writer (CGW)

Travel Requirements:

- Travel will be necessary, up to 10% of the time, including some evenings and weekends.

This is a full-time exempt position reporting to the Executive Director. The salary range for this position is \$90,000 - \$105,000 commensurate with experience. Mid Atlantic Arts offers a full benefits package. Offices are in downtown Baltimore, MD. Remote work is available up to 3 days/week.

How to Apply

To apply, please e-mail a cover letter and resume to Bo Plantz at jobs@midatlanticarts.org and indicate "Director of Development" in the email subject line. Applications submitted by **May 13, 2022**, will receive priority consideration. This search will remain open until the position is filled.

About Mid Atlantic Arts

Mid Atlantic Arts was established in 1979 to promote and support multi-state arts programming in a region that includes Delaware, the District of Columbia, Maryland, New Jersey, New York, Pennsylvania, the U.S. Virgin Islands, Virginia, and West Virginia. It is one of six regional arts organizations in the United States and works in close partnership with the National Endowment for the Arts and its member state and jurisdictional arts agencies. Mid Atlantic Arts distinguishes itself through its work in international cultural exchange, model programs in performing arts touring, its knowledge and presence in the jazz field, and its support of folk and traditional arts.

Mid Atlantic Arts is committed to providing equal employment opportunities to all employees and applicants for employment. Accordingly, Mid Atlantic Arts provides employment opportunities without regard to race, color, religion, creed, ethnicity, sex, pregnancy, national origin or ancestry, age, physical or mental disability, citizenship status, marital status, sexual orientation, gender identity, family

responsibilities, genetic status or information, military or veteran status or any status protected by federal, state, or local law.

Mid Atlantic Arts is committed to building an inclusive working environment that supports a diverse community of staff and encourages applications from all qualified candidates.

To learn more, visit www.midatlanticarts.org.