

POSITION DESCRIPTION

Job title:	Director, Development
Classification:	Full-time, exempt position: 40 hour schedule
Benefits:	Benefits including health, dental and vision insurance, 401k, vacation and sick pay.
Compensation:	105,000 - 115,000
Location:	Principally based at Creativity Explored, 3245 16 th Street in San Francisco, with regular visits to other CE locations; Hybrid position with work at home hours
Supervises:	Development Associate (1 FTE), Development Coordinator (1 FTE), Grants Coordinator (.5 FTE)
Reports to:	Executive Director
Application Review Begins:	September 7th, 2023

ORGANIZATIONAL CONTEXT

Creativity Explored is a San Francisco nonprofit that partners with people with developmental disabilities to create an artistic, studio-based collective where the creative capacity of any person can flourish. We do this by placing the work, needs, culture, and experience of artists with developmental disabilities at the center of the community in a way that honors humanity, respects self-agency, and nurtures creative potential.

CE is a warm, fast-paced, and fun place to work, with a long-serving multidisciplinary staff that is deeply committed to our community. A San Francisco icon, CE was named Best Art Gallery and Best Nonprofit this year.

POSITION OVERVIEW

CE's Director, Development is directly responsible for providing oversight for contributed revenue activities and development operations in partnership with the Executive Director, Board of Directors, and the Development Team. The Director will supervise a three person team that helps raise a growing share (currently one third) of CE's \$3+ mil budget while working to fund growth initiatives at CE. Working closely with CE's programs, marketing, finance, and art partnerships teams, the Director will meet or exceed annual budget targets for CE in foundation and government grants, corporate grants and donations, individual giving, and through special events including our annual gala, Art Changes Lives.

CE's funding structure is unique for an arts organization: about half of our revenue currently comes from a state contract, while another 20% comes from art sales and other income. We are currently in a growth phase as we work towards securing a new facility for CE and launching new youth programming this year. The Director will work closely with CE's Executive Director as we continue to position our organization for a capital campaign and expand funding for new program initiatives.

The Director is a member of CE's Management Team and, as staff lead for our Board's Development Committee, works closely with our board. Our organization emphasizes partnership development: the Director works closely with colleagues to engage new partners, cultivate partner relationships, and deepen partnership impact across the organization.

KEY RESPONSIBILITIES

Leadership and Strategy

- Advance development strategy as a member of key teams including CE's Management Team and Board Development Committee and help maintain relevant portions of our annual strategic plan dashboard
- Provide training and support to advance a culture of fundraising within staff and board
- Create and implement an annual development plan and calendar in alignment with budget goals and CE's strategic plan
- Monitor development trends and tools, ensuring continuous improvement of our development program
- Lead and supervise our development team, which includes a Grants Coordinator, Development Coordinator, and Development Associate.

Administrative and Operations

- Hire and oversee the work of relevant contractors, such as a capital campaign consultant, graphic designer, etc.
- Analyze service needs, select and implement appropriate development-specific IT services in partnership with our operations team
- Use our NetSuite CRM for gift input, donor documentation, and reporting
- Maintain development files, reports, and data in order to provide high quality information for internal and external requests and proposals
- Participate in CE's team budgeting process, providing operational budget projections, expense details from grants and donations and contributed revenue projections
- Assist Director, Operations and Finance with monthly closes and bank reconciliation

Individual Giving

- Foster and deepen relationships with CE's donors
- Define and implement specific strategies to prospect, cultivate, and obtain gifts from individuals, setting monthly and annual targets and preparing for our capital campaign
- Use iWave software for donor prospecting and profiles
- Plan at least two annual campaigns each year, including print, emails, social media, and peer to peer elements
- Implement and improve systems for segmented donor communications and acknowledgements
- Develop specific roles for CE's board, management team, and Friends Circle as they engage in donor cultivation and stewardship

Capital Campaign

- Participate in CE's Facility Committee and prepare for a capital campaign as we secure a new facility
- When needed, work with CE's ED to hire a Capital Campaign Consultant
- With Consultant, ED and other advisors, define capital campaign goals, timelines, and strategies
- Project manage a multi-year capital campaign with strong staff/board involvement with an eye on timelines and aiming to meet/exceed monetary goals

Foundation and Government Grants

- Develop a strong understanding of CE's programmatic goals in order to align grant research and planning
- Research, develop, and prioritize annual list of grant prospects, including new prospects
- Foster and deepen funder relationships over time
- Oversee production of grants including writing grant proposals when needed
- Document and track grant deliverables and working with management team to ensure grant requirements are met
- Manage preparation and submission of grant reports including gathering necessary project data and financial information

Corporate Contributions and Grants

- Working with CE's board and management team, engage corporate and business partners in multimodal ways such as grants, sponsorships, art partnerships, and programs
- Prepare sponsorship packages, proposals, reports, and other materials for corporate partners
- Collaborate with CE's Marketing team to generate relevant content about corporate partnerships

Fundraising Events

- With event planner, Development Committee and CE staff, lead production of CE's annual gala, Art Changes Lives, meeting revenue and donor/partner cultivation goals
- Solicit sponsorships, in-kind, and other gifts to ensure the event's success
- Manage event partners and contracts for event and auction
- Plan and implement other events, including a potential second fundraiser, cultivation events, and VIP components of CE's events and exhibitions

Government Contracts

- Support CE's government contracts as needed by preparing new proposals, compiling organizational data, and assisting with reports on special initiatives
- Support AmeriCorps VISTA member project including biannual reports
- Include key government contract contacts in cultivation and stewardship events

Organizational Relationships

The Director, Development is expected to work productively in a team environment, to provide leadership as a member of our Management Team, and to foster open communication with staff across the organization to produce communications that support the organization's mission and goals. They are also expected to work towards embodying the four components of CE's Staff Philosophy: Community, Creativity, Collaboration, and Compassion.

Compliance with Policies and Procedures

The Director, Development will comply with established Creativity Explored policies and practices.

KEY SELECTION CRITERIA

- Degree in business, arts administration, nonprofit management, communications, or other related field, or equivalent experience preferred.

- A strong connection with CE's mission, including the ability to advocate for CE's artists self-identified needs
- Demonstrated success in soliciting major gifts, implementing annual campaigns, procuring grants, and diversifying and growing revenue sources
- Capital Campaign experience strongly preferred
- Minimum five years progressively responsible development experience
- Three or more years' supervision experience preferred
- Team orientation, with demonstrated ability to work effectively and flexibly with diverse groups of people
- Demonstrated experience managing projects involving coordination between multiple entities
- Outstanding interpersonal and verbal communication skills
- Self-directed, entrepreneurial approach
- Strong finance, data, and project management skills
- Working knowledge of Google Suite, CRM systems for fundraising, and online donation tools

TRAINING REQUIREMENTS

- Complete and maintain CPR, First Aid, and AED certification (initial certification to be completed within 30 days of date of hire)
- Workplace Harassment Training
- Complete Creativity Explored staff training pertinent to position job responsibilities as assigned

OTHER INFORMATION

The Director, Development is an exempt, full time position. Work takes place during M-F business hours but may vary due to organizational needs, including evening meetings and events. A hybrid schedule applies to this position and requires 40% of work time on site at CE. The position receives generous benefits as described in Creativity Explored's Personnel Policies, including ample paid vacation, sick leave, holiday pay, retirement plan with match, health, dental and vision insurance, life and disability insurance and medical flex spending.

Offers are subject to satisfactory Criminal Records Clearance and proof of negative TB test results completed within the last year.

Creativity Explored is an equal opportunity employer committed to a diverse workforce. Bilingual/Bicultural individuals, people of color, women and people with disabilities are strongly encouraged to apply.