The mission of the Baltimore Office of Promotion & The Arts (BOPA) is to make Baltimore a more vibrant and creative city by producing high quality special events, festivals and arts programing that stimulate communities economically, artistically, and culturally. BOPA’s commitment is to address the needs of the arts community through arts and cultural activities, advocacy, and support for Baltimore City. BOPA develops and administers funds, grant programs and community workshops.

Position Summary
The Development Director for the Baltimore Office of Promotion & The Arts is a full-time regular, exempt position, reporting to the Chief Executive Officer. The Manager of the Development team, the Development Director is responsible for providing organizational leadership to successfully strategize, fundraise, and initiate and manage private and public grants and gifts for both program and capital projects. The Development Director oversees 2 Development Officers, a Development Coordinator, 2 part-time Grants Writers & a part-time Database Administrator.

Responsibilities
- Develop fundraising priorities with executive and program staff to identify goals, prospects and roles for an annual fund campaign, foundation and corporate grants, individual giving, and capital program funding to meet the financial demands of a growing non-profit organization
- Identify and cultivate prospective private and government grants, corporate gifts and individual donations
- Manage major gift solicitation and coordinate communication and fulfillment by appropriate staff
- Ensure coordinated, consistent communication to funders so that the organization is transparent and open to our supporters and stakeholders.
- Develop and manage realistic and appropriate strategies for the cultivation, solicitation and stewardship of specific donors and all donor programs (including annual appeal)
- Establish introductions to and foster relationships with potential donors and funding partners so that long-term funding relationships can be established
- Identify, involve, prepare, and manage staff, volunteers, and advisors to participate in the fundraising process to maximize strategic efforts
- Write, edit, or coordinate the writing of, all organization materials including letters, requests, grant proposals, case statements and program descriptions
- Direct and manage an accurate system to record, track and report fundraising activities and status ensuring that the development archival systems are well-maintained
- Oversee and manage all receipts, acknowledgements, and records of fundraising to provide optimum customer service to supporters and stakeholders.
- Develop and manage system to engage and inform board and staff of fundraising activity building awareness and expanding board development.
- Work in conjunction with the Sr. Corporate Sponsorship Development Officer who is charged with securing Sponsorships for events and programs so that funding efforts are maximized and not duplicated.
- Manage the fundraising software platform designed to support the strategic initiatives of the development and sponsorship departments.
• Prepare, monitor, and administer the annual operating budget for the Development Department ensuring accuracy of record-keeping and cost-effective management of the program
• Other responsibilities as assigned

**Minimum Qualifications**
• 6+ years direct experience in all areas of non-profit fundraising is required
• 3+ years direct management experience
• Proven success in fundraising
• Bachelors required; masters preferred
• Superior oral and written communication skills, keen intellect, analytical, and a commitment to excellence and results.
• Strong organizational skills
• Creative and proactive
• Able to work cross-divisionally
• Expertise in web-based research
• Proficiency in Microsoft programs (Excel, Word, Outlook) and Fundraising software with the ability to quickly adapt to new programs; and has excellent communication skills.
• The ideal candidate is a highly organized professional with a proven track record in development and fundraising with a strong commitment to the Arts.

**Compensation:**
• Salary commensurate with experience
• BOPA offers a robust benefits package including paid time off, medical, vision, dental, life, 403b with employer match, and monthly transportation subsidy or parking

**Application Process**
Please visit [https://highertalent.egnyte.com/dl/3knx9Bg66Q/](https://highertalent.egnyte.com/dl/3knx9Bg66Q/) to learn more about the position and our organization. Interested candidates should direct inquiries, resumes, cover letters, and compensation history to: ms@highertalentinc.com.

*The Baltimore Office of Promotion & The Arts, Inc. is an Equal Opportunity Employer. We strive to mirror the rich diversity of Baltimore City in our staffing and programming while emphasizing cultural equity. Cultural equity embodies the values, policies, and practices that ensure that all people—including but not limited to those who have been historically underrepresented based on race/ethnicity, age, ability, sexual orientation, gender, socioeconomic status, geography, citizenship status, or religion—are represented in the development of arts policy; the support of artists; the nurturing of accessible, thriving venues for expression; and the fair distribution of programmatic, financial, and informational resources.*

*Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*