

**BALTIMORE OFFICE OF PROMOTION & THE ARTS, INC**  
**Development Director**  
**Position Description**

The Development Director for the Baltimore Office of Promotion & The Arts is a full-time regular, exempt position, reporting to the Chief of External Affairs. The Development Director is responsible for ensuring philanthropic and sponsorship financial support for BOPA and its affiliated organizations in order to advance its mission of making Baltimore a more creative and vibrant city. The Development Director will have a particular focus on systems creation and implementation, strategic fund development, major gifts and private and public grants/ gifts for events, programs and capital projects. Reporting to this position will be the Assistant Development Director, who in turn manages the fundraising team. The Fundraising Department researches, cultivates, applies for and manages approximately \$10 million in funds annually.

**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.

- Manage the securing of Sponsorships for events and programs so that funding efforts are maximized and not duplicated
- Prepare, monitor and administer the annual operating budget to ensuring accuracy of record-keeping and cost-effective management of the program
- In conjunction with the CFO, set, distribute and monitor fundraising goals
- Other responsibilities as assigned

### **Minimum Qualifications**

- Bachelor's degree, with Master's degree preferred, and familiarity with nonprofit institutions
- Minimum of 10 years professional fundraising experience
- Proven success at securing major support from individuals, foundations, local state and federal government with specific experience in corporate sponsorships and benefit fulfillment
- Enthusiasm for and commitment to BOPA's mission and values
- Knowledge of philanthropic community that supports BOPA and the greater Baltimore area
- Excellent verbal and written communication skills
- Demonstrated experience in producing fundraising materials
- Minimum 3 years management experience
- Excellent analytical and organizational skills
- Strong organizational and time management skills with exceptional attention to detail
- Capable of working effectively with board members, volunteers, staff members and donors/prospects
- Self-motivated, able to multi-task and work independently in a hands-on work environment
- Proficiency in Microsoft programs (Excel, Word, Outlook) with the ability to quickly adapt to new programs (BOPA's constituent management system is DonorPro)
- Understanding the role of technology and electronic communication in fundraising, with recognition of its impact on corporate sponsorship
- The ideal candidate has a proven track record in development, fundraising and management with a strong commitment to the arts and Baltimore City.

### **Compensation**

- Salary commensurate with experience
- Benefits package including medical, vision, dental, life 403B retirement plan with employer match, vacation & sick leave, transportation subsidy (if available).

### **Application Process**

Submit cover letter and resume (with your name and job title in subject line) as one pdf document by April 7, 2017 to: [humanresources@promotionandarts.org](mailto:humanresources@promotionandarts.org). No Phone Calls Accepted.

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.