



# The Arts Council of Southwestern Indiana

## Development Director

### Job Details

Full time, \$42,000 / year

Business located in Evansville, Indiana

### About the Arts Council of Southwestern Indiana

The Arts Council of Southwestern Indiana is a 501(c)(3) nonprofit that enhances quality of life and supports economic development through advocacy and promotion of the arts, arts organizations, and arts education in Southwestern Indiana. The Arts Council offers 50+ arts programs annually, and invests over \$300,000 each year in arts organizations, projects, and youth grants.

The Arts Council serves as the Regional Arts Partner for the Indiana Arts Commission, facilitating the state's Regional Initiative Granting program in Vanderburgh, Warrick, Davis, Dubois, Perry, Pike, Posey, Spencer, Gibson, and Knox counties. The organization is in Downtown Evansville, Indiana, at the Bower-Suhrheinrich Foundation Gallery and Rooftop Art Deck.

### About the Position

The Development Director is responsible for overseeing the Arts Council's development plan as defined by the Board of Directors, Executive Director, and Development Director. This includes managing the Annual Campaign, soliciting corporate sponsorships, on-going donor cultivation, and serving as lead staff for planning and executing the annual Arts Awards fundraising event.

The Development Director will share grant-writing responsibilities with the Executive Director and will be assisted by the full staff for all development responsibilities, as appropriate. Approximately half of the Arts Council's annual budget of \$300,000 represents income generated through the activities of the Development Director. The position reports to the Executive Director.

### Key Responsibilities

- Identify, cultivate, and grow individual donor base, building on existing donor cultivation
- Identify, cultivate, and grow corporate giving program through program sponsorships
- Manage Annual Campaign mailing, database, and donor acknowledgement
- Plan and manage annual Arts Awards signature event, with support from Board committees and the full staff
- Support the Executive Director in Board and committee communication pertaining to development



## Qualifications and Experience

Required skills and qualifications:

- 3 years experience in non-profit development work, or comparable experience in public or private sector
- Excellent written and oral communication skills, ability to frame information for diverse audiences
- Ability to manage donor database technology
- Proficiency with Microsoft and Google suite programs
- Availability for some weekend and evening events
- Commitment to the Arts Council's mission

The ideal candidate will possess some, but not all, of these skills and qualifications:

- Basic graphic design
- Email newsletter writing experience, preferably using Constant Contact
- Video editing for website and social media
- Event coordination
- Completion of Fundraising coursework, or Fundraising certification
- Familiarity with WordPress

## During the First Three Months, You Will:

- Familiarize yourself with the Arts Council's current development program
- Meet with key donors and stakeholders to broaden your understanding of the Arts Council's base of support
- Working with the full staff, select a theme for the 2022 Arts Awards, and begin soliciting corporate sponsorships
- Working with the finance committee, learn the various income streams currently supporting the Arts Council, and identify area for improvement
- Begin work with Bloomerang donor management software
- Have fun, fall in love with the organization, become part of the Arts Council team, and be awed by the level of talent in the local arts community!

## More Details

- Weekday hours, with some weekend and evening events
- Compensation: \$42,000/annually
- Benefits: Generous PTO plan, health insurance stipend, paid holidays off

## How to Apply

Please send cover letter, resume, and 3 references to [info@artswin.org](mailto:info@artswin.org), with the subject line "Director of Development"

*The Arts Council of Southwestern Indiana is an equal opportunity employer.*