

## **Sangre de Cristo Arts and Conference Center Director of Development and Stewardship**

### **JOB SUMMARY**

The Director of Development and Stewardship reports to the Chief Executive Officer and is responsible for the engagement and stewardship of donors. The Director is responsible for developing, implementing, and meeting yearly fundraising goals toward the advancement of the Arts Center and its programs including fundraising campaign management. Proven success with gifts management and relationship building with a focus on service and stellar donor relations is crucial to this leadership position. This position requires a professional that is energetic, innovative and has a forward-thinking mindset always. Experience with staff management is a plus. The Director works closely with all other Arts Center Directors and support staff.

### **Roles and Responsibilities:**

- Evaluate the quality and impact of the donor relations/stewardship program whose components include use of gifts, recognition, events, gift agreements, management of information, and privacy compliance.
- Collaborate with other departments to create strategies for developing donor relations/stewardship standards across the Arts Center campus for the purpose of creating an energetic and enthusiastic culture of philanthropy.
- Focus on annual and planned giving to identify top 100 stewardship prospects.
- Proactively support direct reports in design and execution of annual and multi-year stewardship plans for donors and top prospects.
- Manage staff activities including, but not limited to, annual reporting of restricted endowed funds and annual gifts, scholarship matching/processes, acknowledgements from senior leadership, and dedications, among other responsibilities.
- With the Development staff and colleagues, develop process to document and track engagement and stewardship actions in the database.
- Serve as a creative resource in identifying and developing new methods of donor communications, i.e., via web pages and social media.
- Regularly review management tools to insure regular and timely stewardship.
- Work with senior leadership and the development team to review existing donor recognition programs and associated events to maximize impact and effectiveness.
- Collaborate and work on other events as necessary for Development and the Arts Center campus.
- Ensure gift acknowledgement processes remain relevant and are fulfilled.
- Identify opportunities to honor emerging donor groups and alumnae.
- Determine best way on behalf of the Arts Center to honor and recognize donor giving on an annual basis and look to find new opportunities to develop recognition practices; as well as develop year-end fiscal summary report.
- Develop giving societies for different divisions at the Arts Center and advise on programmatic elements including communications and event opportunities.

- Address donor questions and concerns related to fund administration and beneficiaries, gift acknowledgments, and report requirements.
- Identify and collaborate on development of digital and print communication opportunities to connect with donors.
- Facilitate the production of donor communications.
- Other duties as assigned.

### **Qualifications**

- Strategic and detailed planner who understands the role of development and advancement in an arts focused environment.
- Entrepreneurial by nature and personal background or experience in the private sector as well as in a non-profit setting is a plus.
- Proactive, able to prioritize work to maximize department resources.
- Excellent organizational, written, and verbal communication skills
- Able to manage multiple projects simultaneously.
- Contribute ideas and process improvements using available resources.
- High attention to detail.
- Ability to develop and maintain solid and effective working relationships with internal and external constituents.
- Excellent guest and customer service skills

### **Education and Experience Requirements**

- Bachelor's degree required master's degree a plus.
- Minimum of 3 years of experience in direct and varied areas of stewardship and development, preferably in a non-profit setting.
- Experience working with volunteers and donors.
- Experience managing direct reports.
- Proficient in Microsoft Office (Word, Access, Power Point, Microsoft 365, and advanced Excel), Adobe Acrobat, and donor related databases.
- Occasional night and weekend work is required.

### **Skills/Abilities/Other Characteristics of Job:**

- Must be a minimum age of 18 years
- Ability to work with frequent interruptions and changes in priorities
- Be a good communicator and have strong organizational skills
- Be an ambassador of the Sangre de Cristo Arts & Conference Center at all times
- Firm, fair and consistent clear and open communication with fellow employees, team members, supervisor, vendors, clients, customers, guests, and members of the Arts Center
- Understand and comply with the basic chain of command
- Accept and perform other duties as assigned by CEO

### **Physical Requirements & Other Information:**

- You must be able to lift and carry up to 40 lbs

- You must be able to perform the requirements of this position, with or without a reasonable accommodation
- This position does include fringe benefits or benefits afforded to permanent employees
- Before offer of position, selected candidate must pass an extensive background check

## **Salary**

Salary posting is at \$55,000 per year but could be commensurate to experience.

## **HOW TO APPLY**

You must submit: Resume, Cover Letter, and References and meet the job qualifications to be accepted as a candidate for this position. We reserve the right to accept no candidates for this position. If you are selected as an interview candidate, you must complete an employment application before the interview.

The information contained in this position description describes the general nature and level of work being performed in this job. This description is not intended to be an all-inclusive list of responsibilities, duties, and requirements for the employee in this position. The incumbent is responsible for performing all duties in a safe and efficient manner in compliance with safe work procedures and safety regulations. This job description is not intended to constitute an offer or contract of employment. Job descriptions may and do change periodically. We are an EEO Employer.