

# AS220 DIRECTOR OF DEVELOPMENT

(FULL TIME: 40 HRS/WEEK)

## JOB DESCRIPTION

### General Description

AS220's **Director of Development** is responsible for planning and implementing fundraising initiatives that respond to organizational needs and priorities, with a special focus on championing the co-creation of anti-racist and community-centric fundraising practices. The Director of Development works with the Co-Executive Directors, Leadership Team, Development Team, Communications Director and program leaders to secure the operating and program revenue and reserves necessary for the long term stability and strategic maintenance of AS220's programmatic, cultural and capital assets, and to help support AS220's many communities.

The ideal candidate will be passionate about arts and culture, community and relationship building, youth arts education, and be committed to advancing the organizational vision and goal of AS220's [Racial Justice Initiative](#) to "co-create an anti-racist and liberatory culture at AS220".

The following staff report directly to the Director of Development:

- Grants Manager
- Development Associate

### Duties and Responsibilities:

#### Development Strategy

- **Development & Stewardship Plans:** With input from the Development Team, Co-Executive Directors and Board Development Committee, prepare and implement a Development Plan and Stewardship Plan that addresses the development needs of AS220 and informs the development topics outlined below.
- **Anti-racist Fundraising:** Collaborate with the Development Team, Co-Executive Directors, staff, Board and peers to research and co-create anti-racist, [community-centric fundraising](#) practices. Take an active role in AS220's Racial Justice Initiative Committee(s).
- **Development Calendar:** Oversee the management of AS220's grants and reports calendar, key Annual Fund dates, and other key development activities.
- **Professional Development:** Participate in relevant professional development opportunities on such topics as fundraising, stewardship, marketing and outreach, non-profit leadership, and community engagement; and oversee professional development opportunities for Development staff.

#### Development Practices

- **Individual Giving:** Identify donors, their affinity and capacity to donate. Maintain a system to manage relationships, solicitation strategies, cultivation activities and asks. Provide support to the Co-Executive Directors and other staff and Board members for donor cultivation and solicitation. Oversee ensuring the donor database is managed to be current, accurate, comprehensive and useful.
- **Annual Fund:** Plan and implement goals and strategies to meet the goals of the Annual

Fund. Work closely with Communications Director to create Appeal strategy and communications.

- **Grants:** Work with Development Team to ensure current research and analysis of foundations and grant opportunities that are aligned with the mission, values and work of AS220. Work with Development Team, program leaders and Co-Executive Directors on grant writing, grant tracking systems, grant budgets and reports. Participate in grant writing as required. Ensure grants database is kept current, accurate and useful.
- **Corporate Philanthropy / Sponsorships:** Maintain current research and analysis of corporations and local businesses whose philanthropy is aligned with the mission, values and work of AS220. Coordinate sponsorship and/or funding requests.
- **Spike Events:** Help coordinate events -- focusing on sponsorship, in-kind and monetary donations, and donor/funder/sponsor attendance -- for annual spike events, donor cultivation events and other spike events as required.
- **Communications:** Work with Communications Director and program leaders to create institutional marketing that actively creates opportunities for program participants, supporters and the public to learn about AS220 and its programs.
- **Budget:** Work with the Leadership Team to set and manage development goals in relation to both the Development and wider organizational budgets.
- **Practice//Practice:** Take an active role in sharing AS220's philosophies, values, policies and practices through AS220's professional development program for arts managers, [Practice//Practice](#). Additionally, share knowledge about AS220 through individual and group tours of AS220, or consultations, as required.
- **Special Projects:** Strategize special fundraising projects, such as major capital campaigns, and manage implementation along with Co-Executive Directors, Development Team, Board, consultants and other staff as required.

#### **Development Infrastructure & Support**

- **Staff support:** Support Development and Communications staff to successfully implement AS220's fundraising initiatives and strategies.
- **Development of development:** Stay abreast of the field of development, analyzing development techniques for effectiveness, staying current with changing development technologies and strategies.
- **Culture of Stewardship:** Create and maintain a culture of stewardship, responsibility and trust among donors and funders, ensuring timely donor and funder acknowledgement.
- **Board Engagement:** Maintain communications with the Board on the importance of their role in development. Work with Board Chair and Development Committee to strategize on the Board's involvement in supporting development activities at AS220.
- **Culture of Philanthropy:** Work to create and maintain a "culture of philanthropy" with AS220 staff and Board: an understanding of development practices at AS220 and how development and programming are mutually dependent on each other; collaborate with staff and Board to build trust and ensure development efforts are not exploitative; and encourage active participation in fundraising efforts.

#### **REQUIRED SKILLS AND EXPERIENCE:**

- A commitment to AS220's [mission, vision and values](#).
- A commitment to anti-racist learning and practices.
- Demonstrated experience in fundraising, including grant writing; donor acquisition, cultivation and stewardship; and comfort asking for money.

- Particular experience in major donor acquisition and stewardship a plus. (note: a ‘major donor’ for AS220 is someone who gives a single gift of \$5,000 or more, or gives multiple gifts within a year that total more than \$5,000).
- Strong organizational and project management skills with the ability to independently manage complex projects and meet deadlines.
- Excellent written and verbal communication skills, with the ability to build open, genuine and reciprocal relationships throughout AS220’s communities of staff, Board, supporters, members, peers, collaborators, and program participants.
- Strong attention to detail.
- Experience supervising staff.
- Experience with fundraising databases and Google suite a must; familiarity with marketing platforms and design software a plus.

### **PAY & BENEFITS**

This is a full-time position. The salary is approximately \$40,000, and includes full health insurance coverage.

AS220 has an equal pay policy: all staff in our non-profit operations are paid the same rate, which is equivalent to \$19 per hour.

Benefits for full-time staff include:

- Health insurance (AS220 pays the full cost of a single, a single plus one dependent, or a family contract; voluntary group rates offered on dental and vision)
- Life and long-term disability insurance
- A generous paid time off policy
- Benefits associated with AS220’s programs (ie. free AS220 Industries membership, discounted drinks at our restaurant and bar, AS220 Food & Drink, etc).

### **TO APPLY**

#### **Deadline to apply: extended to Sunday July 18, 2021**

Email your resume and cover letter (two pages maximum) to [jobs@as220.org](mailto:jobs@as220.org) with the subject line “Director of Development position”. Candidates who are selected for an interview will also be asked to provide a writing sample -- more information on what will be required will be given in the interview. Candidates should spend some time on our website, [as220.org](http://as220.org), before applying.