



Director of Development Full Time

Artpace is a 25-year-old fine arts organization with an established artist-in-residence program and regular exhibitions, public programs, and educational outreach.

This is a full-time position that reports to the Director and works closely with the Board of Directors in a leadership position to develop strategies and implementation for all fundraising and income activities. The successful candidate will work within Artpace's strategic plan to meet identified fundraising goals. They will also maintain current donor relationships while cultivating new members, donors, partners, granting organizations, and vendors.

The Director of Development's primary responsibility is to establish and implement the systems needed to grow a \$1.5 million annual budget through the solicitation of major gifts, planned gifts, federal and state grants, special events, and corporate and foundation support. This position will supervise a cross-departmental team.

Priorities & Responsibilities

Leadership

- Work with all staff and board to define and manage current best practices for fundraising and donor stewardship
- Guide and mentor Public Engagement Manager, Executive and Engagement Assistant and part-time visitor relations team for efficient public interactions with a focus on fundraising activities
- Mentor and work with Grant Writer to identify research opportunities; write and report on Artpace's established grants program
- Rebuild donor cultivation systems and design policies and procedures for implementation at the staff and board level

Fundraising & Special Events

- Re-envision and implement a comprehensive development plan that includes annual appeals, special events, donor cultivation, capital campaigns, and major gifts
- Develop and adhere to quarterly and annual fundraising goals
- Develop a measurement and analytics systems to track effectiveness of all fundraising activities; adjust and update fundraising initiatives to respond to identified trends for efficient management of all activities
- Identify and cultivate major donors for stewardship and solicitation
- Outline and work within defined finances for Artpace and the Development Department

- Develop, manage, and measure success of a system of strategic gift acknowledgement
- Oversee budget and planning for all special fundraising events
- Work closely with Public Engagement Manager to maximize raised and earned revenue for special events
- Manage and supervise retail store with visitor relations staff

Qualifications

- Bachelor's degree required; Master's degree preferred
- Five years progressively responsible experience in fundraising, donor engagement, major gifts, and capital campaigns
- Record of large gifts, growth in donor base, and established ongoing relationships with major patrons
- Experience working with and mentoring a diverse team to meet strategic goals
- Experience maximizing potential of eTapestry or similar donor management software
- Ability to work nights and weekends with travel inside and outside Texas
- Work comfortably with firm deadlines
- Demonstrable writing skills

Core characteristics and competencies

- Interest and understanding of contemporary visual art and artist's practices
- Fluid understanding of art world norms
- Clear and effective storytelling that shows passion for art and artists
- Effective judgment and awareness
- Focused and efficient use of time
- Values-based leadership and mentoring skills
- Trusted business and organizational skills

Compensation and Benefits

- Salary is commensurate with experience and record of achievements and is competitive for similar-sized institutions in Artpace's geographic region
- Medical, Vision, and Dental insurance
- Paid time off for earned leave and holidays
- Employer-matched retirement plan

To apply, please send the following materials in one PDF to employment@artpace.org:

- Letter of interest addressed to Riley Robinson, Director
- Resume with minimum five years of clear, progressive fundraising history
- Writing sample (such as a grant application with budget)
- Sample special event budget including income and expenses

- Three professional references
- Two donor references

This position closes May 3rd or once we achieve a diverse pool of applicants.

Artpace, Inc. is an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, disability, sexual orientation, gender identity, or veteran status.