

DEVELOPMENT DIRECTOR FUSEBOX FESTIVAL

Position: Development Director

Reports to: Executive Director

Closing date: Friday February 15, 2019

Job Type: Full-Time

Salary: Commensurate with experience

WE'RE HIRING!

The Development Director position at Fusebox serves as the organization's primary development officer, responsible for planning and implementation of a comprehensive and strategic fundraising program. The Development Director reports to the Executive Director (ED) and works closely with the ED, the Board of Directors, and Fusebox staff to achieve our fundraising goals.

Fusebox is committed to building a diverse staff, and encourages applicants from populations underrepresented in the arts to apply.

ABOUT FUSEBOX

Fusebox is a 501-c-3 non-profit arts organization in Austin, TX. We produce an annual performance festival that takes place in 20+ sites around the city and features artists from all over the world. We also produce events and performances throughout the year, provide resources + training for artists, and work with a diverse group of people to create out-of-the-box approaches to address pressing issues including affordability, housing, health, and mobility. We have four full-time staff, two part-time staff, a temporary staff of around 60 during the festival, a board of directors of 21, and team of 200+ volunteers.

JOB POSITION RESPONSIBILITIES

DEVELOPMENT LEADERSHIP AND MANAGEMENT

- Create and implement a comprehensive development plan with annual revenue goals for major gifts, corporate sponsorships, semi-annual campaign, grants, individual donors, and special fundraising events
- Plan and implement efforts to identify, cultivate, solicit, and steward major gifts for Fusebox from corporate, foundation and individual donors on an ongoing basis. Leverage involvement of Board and senior staff as appropriate
- Manage a portfolio of existing and prospective donors, pursuing both programmatic and institutional funding opportunities
- Oversee Fusebox's grant strategy, including research, applications, and reporting

- Ensure that effective systems and procedures are in place for all development functions, including donor cultivation and recognition, fundraising events, mail and online solicitations, benefits delivery, reporting requirements, recording and acknowledging contributions, and prospect research and management
- Serve as lead Fusebox staff person for annual fundraising gala planning, execution, and follow-up, and for all other donor cultivation special events and activities
- Serve as a representative for Fusebox in the greater cultural, philanthropic, and professional communities

FINANCIAL RESPONSIBILITIES

- Prepare annual development plan and budget including revenue and expenses and oversee its implementation and management
- Develop multi-year fundraising plan in line with the Fusebox's artistic plan and goals
- Produce regular reports for the Executive Director and Board of Directors, demonstrating progress on annual fundraising goals

COMMUNICATION

- Create development pieces for the Fusebox brand that raise institutional awareness and make the case for funding
- Serve as primary writer of annual report shared with Board, major donors, major sponsors, and key stakeholders
- Oversee the Fusebox promotional calendar to ensure marketing objectives are optimized and deadlines met
- Compose donor communications and correspondence (annual letters, Amplify Austin, thank you letters, stewardship updates, etc.), suited to unique needs of a variety of donors
- Work with Fusebox staff and our marketing committee to raise the organization's profile and build support with the philanthropic community

QUALIFICATIONS

- Demonstrated experience in creating, implementing, and evaluating successful fundraising campaigns for a nonprofit institution
- Demonstrated success in identifying, cultivating, soliciting, and stewarding major gifts, and in motivating staff and volunteers in their efforts to do the same
- Excellent communication and interpersonal skills and the ability to communicate appropriately and compellingly with all constituents about Fusebox
- Demonstrated experience conveying and managing fundraising activities
- Expertise in managing budgets, identifying key metrics, and implementing actionable plans driven by goals

- Conversant knowledge of donor management systems
- Ability to work independently and report progress frequently and efficiently
- Event-planning experience
- Knowledge of the Texas and Central Texas philanthropic community is preferred
- Knowledge of the contemporary art and performing art worlds preferred but not required
- Excellent writing and presentation skills

Ready to Apply?

Please send the following to jobs@fuseboxfestival.com:

- A one-page cover letter that describes your experience and interest in working for Fusebox
- Your resume
- Two professional references

Please send any questions to jobs@fuseboxfestival.com

Fusebox is committed to being an inclusive workplace as well as increasing diversity in our team. We especially encourage applications from people of color, women, persons with disabilities, LGBTQ people, and others who may contribute to further diversification of ideas. We are an EOE/AA employer dedicated to fair and inclusive employment practices for all individuals.