Title: Director of Advancement

Classification: Regular Full-Time (37.5 hours per week) – Exempt

Description: Job Summary:
South Arts is in an exciting time of growth and potential, and this position would be expected to help us maintain the momentum we have recently gained. In 2018, South Arts embarked on a new strategic plan that guides our vision, values and programming. At the same time, we received significant influx of funds (primarily from foundation support) that allowed us to launch new initiatives and triple our operating budget. This new position would be responsible for moving South Arts toward additional funding sources, as well as growing the relationships necessary to continue this trajectory.

Responsibilities:
Development:
- Design development strategy and oversee ongoing development efforts for the organization working with the senior management team and board to identify funds needed, funding targets, and funding approaches
- Design and implement an annual giving campaign in the form of an annual development plan that includes strategies and goals for annual giving.
- Support and partner with the Executive Director and Board of Directors on all major fundraising initiatives and staff the Development Committee
- All fundraising proposals, including corporate sponsorship and local and national grants
- Oversee grant compliance and reporting
- Help the organization define performance measures for fund development and systematically monitor results
- Devise and implement special fundraising projects as needed (e.g. programmatic campaigns, etc.)
- Oversee all donor information using the Salesforce database system, provide statistical analysis to board and senior leaders as needed, and support staff responsible for daily Salesforce functions and donation tracking and processing
- Assist with the hiring, training, and mentoring of any additional staff, interns or contractors assigned to development projects
- Identify and steward prospective donors
- Stay on top of fundraising trends and the nonprofit community
- Respond to donor and prospect inquiries in a timely fashion
- Use prospect research tools and your donor database to build donor relationships
External Relations

- Represent South Arts at professional meetings, conferences and programs as requested by senior management
- Draft speeches and talking points for meetings at which you will be representing the organization
- Draft correspondence to third party organizations, foundations and individuals as needed for strategic alliance follow-up
- Maintain account information and contacts in Salesforce for third party strategic alliance organizations

General

- Assist other staff with the creation of solicitation materials
- Run database reports as needed for prospect tracking and activities
- Manage the coordination of mailings as needed
- Conduct and analyze research

Qualifications:

Education:
Bachelor’s degree or education/experience equivalency in a relevant field.

Experience:

A minimum of five years’ experience in successful revenue generation, preferably in the nonprofit field; experience in a related field or job functionality required
- Proven success leading and managing fundraising at the organizational level
- Supervisory experience is a plus

Skills:

- Excellent communication skills, both written and oral; ability to influence and engage a wide range of donors and build long-term relationships
- Flexible and adaptable style; a leader who can positively impact both strategic and tactical fundraising initiatives
- Ability to work both independently without close oversight, but also a team player who will productively engage with others at varying levels of seniority within and outside the organization
- Strong organizational and time management skills with exceptional attention to detail

Knowledge:

- Best practices in grants management
- Time management and multi-tasking skills
- Creative, self-starter attitude
- Donor and volunteer service mentality
- Basic knowledge of MS Office, with advanced knowledge of:
  - Outlook – scheduling meetings, managing calendars, use of rooms and other advanced functions; also managing, importing and exporting contacts; task management
o Word – document formatting, review options/tracking, mail merge, layout options
o Excel – spreadsheet creation; column and row formatting; data sorting; page formatting, including borders, gridlines, and use of headers and footers
- Basic knowledge of customer relationship management systems, Salesforce experience beneficial

Other Requirements:
- Essential requirements for successful communications include speaking, writing and reading comprehension.
- Regular travel will be required
- The position will be located South Arts’ office in Atlanta

Salary and Benefits:
Salary Range – Negotiable Based on Professional Experience
Benefits – South Arts offers an excellent benefits package that includes health, dental, and life insurance; long and short term disability; vacation; paid holidays; and 403(b) plan with company match.

Application Deadline: Open Until Filled

Email resume and cover letter to:
Attn: Human Resources
E-mail to: hr@southarts.org

South Arts’ mission is Advancing Southern vitality through the arts. South Arts is a non-profit regional arts organization founded in 1975 to build on the South’s unique heritage and enhance the public value of the arts. South Arts’ work responds to the arts environment and cultural trends with regional perspective. South Arts’ offers an annual portfolio of activities designed to address the role of the arts in impacting the issues important to our region, and to link the South with the nation and the world through the arts.

The organization works in partnership with the state arts agencies of Alabama, Florida, Georgia, Kentucky, Louisiana, Mississippi, North Carolina, South Carolina, and Tennessee. It is funded by the National Endowment for the Arts, member states, foundations, businesses and individuals.

For more information about South Arts, please refer to our website at www.southarts.org

South Arts is an Equal Opportunity Employer.