

Director of Development



Employment Status: Full time, salary

Posting Date: 12/2018

JOB SUMMARY

Reports To: Chief Financial Officer

Vermont College of Fine Arts seeks applications for the position of Director of Development to serve as the organization's Chief Advancement Officer. The Director of Development will report to the Executive Vice President of Administration/Chief Financial Officer and work with her and the college President to plan and execute the overall strategy for advancement. This will include grant development, annual and capital campaigns, donor reporting for scholarships and grants, coordinating wealth research for prospective donors and soliciting major and planned gifts.

The Director of Development will establish and implement the advancement strategy in support of the College's mission. He/she will provide leadership for advancement, development and planning, and will oversee a part-time assistant.

PRINCIPAL DUTIES & RESPONSIBILITIES

- Designing and implementing comprehensive fundraising strategies for the college's annual fund as well as restricted and invested funds.
- Meeting or exceeding fundraising goals each fiscal year.
- Serving as liaison from the Office of Institutional Advancement to the Board of Trustees and appropriate Board committees.
- Working with the President to gain more positive exposure for the school with potential donors.
- Managing the administration of the Institutional Advancement office, including management of departmental budget and supervising a part-time assistant.
- Representing the College at various community events and fund-raising activities, and overseeing the planning and execution of development events.
- Representing the College at internal and external meetings.
- Providing timely and accurate revenue information used to support financial decision-making by the College.
- Working flexible hours as necessary, and travel as necessary to meet with prospective donors and organize and attend numerous offsite events.

The successful candidate should have a proven track record in fundraising and comprehensive knowledge of all major advancement functions, including the ability

to solicit and close major gifts. The position requires excellent communication skills and the ability to develop, nurture and maintain key relationships, internally and externally.

CANDIDATE QUALIFICATIONS & CHARACTERISTICS

The Director of Development will be an experienced and proven fundraiser with a minimum of five to seven years of experience managing development and advancement initiatives, including management of staff within the non-profit, academic and/or foundation areas. Fundraising experience in the arts is highly desired. Significant knowledge of fundraising, with particular knowledge of and working experience with both regional and national donors, and success meeting and exceeding campaign goals is required. Knowledge of arts-related networking and funding sources, and familiarity with major foundations, corporations and community organizations is preferred.

ADDITIONAL QUALIFICATIONS INCLUDE:

- A strong understanding and commitment to the vision/mission of the College.
- Expertise in strategic and operational planning for advancement, fundraising and development.
- Proficiency and experience in planning and executing successful major capital campaigns.
- Knowledge of government (I.R.S.) regulations regarding the definition and treatment of gifts.
- Understanding of the world of writing and the arts.
- Knowledge of financial principles and development tracking programs, such as Little Green Light.
- Experience with developing and enhancing alumni giving programs.

As the leader of VCFA's primary fundraising and advancement functions, the Director of Development will interact with and influence individuals at all levels within the College and the community. The selected candidate will be required to interact with senior leaders across multiple industries and segments.

Examples of the relationships that the Director of Development must nurture and develop include, but are not limited to:

- The President and Senior Staff
- Program Directors
- Faculty
- The Board of Trustees
- External Foundations
- Alumni
- Non-alumni patrons of the arts
- Representing the College at professional meetings and associations

Key leadership characteristics and competencies required for the position include:

- A strong ability to function in a lean, entrepreneurial educational institution
- Energetic and passionate about the arts and arts education
- A creative visionary who can think “outside the box” of traditional giving
- Strong written/verbal communications
- Strong interpersonal and business management skills
- Strategic planning and analytical capabilities
- Ability to set and achieve short and long-term financial goals

TO APPLY:

Please visit vcfa.edu/careers for application details.