

Director of Annual Giving & Grants



Employment Status: Full time, salary
Posting Date: 2/2019

JOB SUMMARY

Reports To: Executive Vice President of Administration/Chief Financial Officer
Vermont College of Fine Arts seeks applications for the position of Director of Annual Giving and Grants. This position will work with the CFO and the college President to increase annual fund giving and expand the grant portfolio of the College. This will include grant development, annual fund and donor reporting for scholarships and grants.

The Director of Annual Giving and Grants will establish and implement the advancement strategy in support of the College's mission. He/she will provide leadership for unrestricted giving 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.
- Research appropriate grants for the College including Foundations, Federal and State opportunities, apply for grants and report on grants to funders.
- Meeting or exceeding fundraising and grant goals each fiscal year.
- Serving as liaison from the Office of Institutional Advancement to the Board of Trustees and appropriate Board committees as needed.
- Managing the 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 organize and attend numerous offsite events.

The successful candidate should have a proven track record in fundraising. 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 Annual Giving and Grants 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 VCFA.
- Expertise in strategic and operational planning for advancement, fundraising and development.
- 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.

The selected candidate will be required to interact with senior leaders across multiple industries and segments. Examples of the relationships that the Director of Annual Giving and Grants 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.