

CROSTOWN ARTS

SUMMARY

Crosstown Arts is seeking to hire a *Director of Development*. The ideal candidate for this position will be highly motivated by the challenge of cultivating the comprehensive fundraising strategy of a multi-disciplinary arts organization in a unique setting.

The Director of Development works with the Assistant Director, Development Coordinator, and Executive Director to create and support a sustainable development strategy for Crosstown Arts. This includes forging meaningful relationships with a range of individual donors, sponsors, and philanthropic foundations, and implementing fundraising strategies that reflect the creative nature of the organization. This position requires an intimate understanding of the ethos of Crosstown Arts' programming; maintaining up-to-date knowledge of the organization's ongoing music and arts events is essential to this role. The Director of Development's presence will be regularly required at night/weekend events to personally connect with audience members and guests.

As a new position in the organization, the Director of Development will be a key participant in the group of staff that creates the foundational structure of Crosstown Arts' short- and long-term development plan.

Crosstown Arts is committed to supporting a diverse and equitable workplace. Applicants from traditionally under-represented and under-supported groups are encouraged to apply. Crosstown Arts is committed to a policy of nondiscrimination and equal opportunity for all persons regardless of race, sex, color, religion, creed, national origin or ancestry, age, marital status, sexual orientation, gender identity, gender expression, and disability.

DUTIES AND RESPONSIBILITIES

- Manage an overall development plan with a focus on diverse funding sources ranging from major gifts to smaller donations, including individual donor support, sponsorships of spaces and specific programming, challenge/matching grants, corporate giving, capital and endowment campaigns, fundraising drives, and in-kind donations.
- Perform direct and face-to-face asks for large- and small-scale financial gifts; meeting with prospective donors and supporters on a continual basis.
- Proactively integrate fundraising incentives and fundraising relationships with existing programming and events.
- Work alongside the Assistant Director and Development Coordinator in existing development activities that engage donors in innovative, unexpected, and compelling projects. (This position does not include the creation of new programming or events.)
- Contribute to new and existing ways of connecting individuals with nuanced programming opportunities that appeal to their giving and personal interests.

- Direct capital campaigns and other major fundraising drives, including a major gifts program (with identification, cultivation, and solicitation of major donors) and a planned giving program (focusing on deferred gifts such as bequest expectancies).
- Set ambitious and achievable yearly fundraising goals that follow annual grant cycles for supporting individuals and organizations.
- Develop and implement a revenue generation strategy that complements the marketing and business needs of corporations and foundations with a history of giving to arts organizations.
- Oversee consistent weekly, monthly, and quarterly reports of fundraising progress, communicating the goals and strategies of the overall advancement efforts, and manage that progress against established goals.
- Identify and develop relationships with a diverse and broad range of potential corporate, foundation, and individual partners.
- Establish credible grassroots fundraising relationships in the distinctive environment of a non-profit arts organization's presence in the mixed-use redevelopment project of Crosstown Concourse.
- Support the Development Coordinator in applying for local and national grants; this includes grant research and proposal writing and the management of reporting requirements.
- Work alongside the Development Coordinator to build an effective individual donor base and manage the administrative and communication aspects of fundraising through NEON (CRM database software), including prospect research, gift processing, donor acknowledgment, personal correspondence, donor-designated gift tracking, and development goal reporting.
- Serve alongside the Development Coordinator in public-facing role for all activities related to fundraising, demonstrating a high level of proficiency and confidence to speak on behalf of the organization's mission and impact to the public in both small and large group settings.
- Work directly with the Communications Manager to successfully integrate fundraising opportunities into communications and marketing materials when appropriate, maintaining brand and tone consistency with the broader organization.
- Communicate fundraising goals throughout the organization and equip all staff members with relevant information and context for fundraising activities.
- Serve on the acting Development Committee for Crosstown Arts Board of Directors (a non-voting, non-trustee role).

REQUIREMENTS

- Strong interest in and availability to work nights/weekends, attending ongoing music and art programming and events.
- High level of comfort with face-to-face and direct asks for large- and small-scale financial giving.
- Strong written and verbal communication skills; ability to compel audiences through writing and speaking.

- Exceptional interpersonal skills and ability to connect with a diverse range of individuals in a variety of social situations.
- Ability to act with excellent judgment and diplomacy, maintaining a high level of confidentiality.
- Strong organizational skills and attention to detail, and follow-through.
- Ability to thrive working in an arts-focused, non-traditional office environment.
- High comfort level with public speaking.
- Willingness to meet with and solicit financial support from major national donors.

REPORTING

The Director of Development reports directly to the Assistant Director and works closely with the Development Coordinator and Executive Director on all aspects of fundraising.

QUALIFICATIONS

- Bachelor's degree or higher.
- 5-8 years of progressive fundraising/development experience with proven credentials that include multi-year giving and ability to perform major asks. Comparable experience will be considered.
- Proficient knowledge of and experience in fundraising techniques, including major gift strategies and development plan creation.
- Experience with grant writing/application process, donor database systems, and fundraising software.
- Evidence of goal-driven, proactive accomplishments regarding the initiation of donor visits and fundraising calls.
- Working knowledge of the established Memphis-based donor community, as well as the national philanthropic landscape.
- Proven success in cultivating new and existing relationships with financial supporters and securing local and national funding support for a nonprofit organization.
- Credentials that demonstrate taking ownership and responsibility for the full scope of organizational fundraising.

THIS POSITION REQUIRES AN ONGOING COMMITMENT TO THE FOLLOWING CHARACTERISTICS:

- Even-tempered disposition. Ability to work under pressure in a composed, focused, affable, and courteous manner, with the clear understanding that unprofessional, unkind, or unfriendly interactions with the public or other staff members are not acceptable under any circumstances.
- Adaptable and flexible. Ability and willingness to accommodate ongoing modification to all tasks, plans and projects, including regular interruptions to workflow.
- Prompt and timely communicator. Ability to manage a demanding level of correspondence in all forms of communication. Especially important are excellent written and verbal communication skills.

- Collaborative. Eagerness to work collaboratively with Crosstown Arts' staff.
- Organized. Ability to manage a high volume of information and tasks for multiple projects simultaneously, at varying levels of completion.
- Accommodating. Ability to seek out supportive solutions in order to accommodate guests and participants in all Crosstown Arts' spaces - including the general public (as well as artists, musicians, and event organizers) - to realize the full potential of their creative vision whenever possible.
- Gracious with people. Ability to maintain a composed and supportive demeanor when interacting with idiosyncratic and distinctive personalities during sensitive situations. Demonstrates a good-natured, positive, and cheerful demeanor towards others at all times.
- Enthusiastic, energetic, and positive. Ability to sustain an ongoing spirit of positivity in high-pressure and demanding situations. Great level of passion and enthusiasm surrounding delegated projects, programs, and promotional campaigns.
- Receptive. Ability and willingness to take on a wide range of responsibilities ranging from simple tasks to highly detailed directives in order to complete projects.
- Attentive to details. Ability to maintain focus on and adjust to the constantly emerging details unique to each situation, ranging from visual/space needs to interpersonal requests from other staff and event participants.
- Assertive, determined, and focused. Ability to stay on task, to work under pressure within given deadlines, to problem-solve, and to proactively find solutions to obstacles in resourceful ways, seeing all projects through to completion.

BENEFITS AND COMPENSATION

This is a salaried, full-time position eligible for all Crosstown Arts benefits. Salary commensurate with experience and skill level.

TO APPLY

Please send a cover letter, resume, writing sample, and references online via Slideroom.com [HERE](#). If you prefer to submit hard copies of your application materials (as opposed to applying online), feel free to drop off the required items with a Crosstown Arts staff member at the East Atrium desk at Crosstown Concourse during the hours of 10 am-5 pm, Tuesday-Friday.

CROSTOWN ARTS: OVERVIEW

Crosstown Arts is a contemporary arts center with multiple music venues, performance and exhibition spaces, art-making facilities, and a multidisciplinary artist residency program, offering a diverse range of programming, all with immediate access to healthcare, wellness, and childcare resources.

Crosstown Arts is the creative centerpiece within Crosstown Concourse, a one-million-square-foot adaptive reuse of the historic Sears building, constructed in 1927 and once a major distribution center and retail store for Sears, Roebuck & Co. in Memphis, Tennessee. The larger Crosstown Concourse complex is a vertical urban village grounded in arts, education, and healthcare. It

includes a charter high school for arts and sciences, graduate programs in education, health and wellness disciplines, grocery and marketplace, commercial/office, and a diverse range of residential living spaces.

The mission of Crosstown Arts is to further cultivate the creative community in Memphis by providing resources and opportunities to inspire and support a wide range of audiences. Crosstown Arts manages a variety of spaces and programs that integrate exhibition, performance, production, retail, and education. This collective vision of collaboration and sharing of resources to benefit the neighboring community and the city at large is the unifying quality that connects all the programming, spaces, tenants, and services of Crosstown Arts and Crosstown Concourse.