

**Crooked Tree Arts Center
Director of Development
Position Description and Job Posting**

The Director of Development at Crooked Tree Arts Center is responsible for design and implementation of a sustainable fundraising model for the organization. This includes establishing annual and long-term financial goals in collaboration with CTAC staff and leadership, assessing and utilizing available assets. The DOD is responsible for identifying, cultivating and soliciting individuals, businesses and corporations, and foundations, and other community resources to achieve agreed upon annual revenue goals. This would include annual giving, major and planned gifts, grant writing, capital campaign planning, and special events. The DOD will be based in the Petoskey location and reports to the Petoskey Site Director. The DOD will also consult with the Traverse City Site Director on their Fundraising Work Plan.

Essential duties and responsibilities:

- Creates, organizes, and administers the fundraising projects and campaigns of the Arts Center including the upcoming 50th Anniversary Campaign (June 2021), strategic capital campaigns, endowment fund drives, business sponsorships, special membership categories, and special events in conjunction with appropriate staff and Board committees.
- Personally identifies, cultivates, solicits, and stewards major donors, both individuals and institutions.
- Prepares and submits grant requests with the approval from the Petoskey Site Director. Identifies unexplored grant opportunities and pursues increased awards for grant renewals. Maintains all records and reports required from grantors.
- Develops a Fundraising Work Plan with approval from the Petoskey Site Director, the Development and Finance Committees of the Board. Outlines the fundraising goals of the fiscal year in each of the operational, capital, and endowment budgets of the Arts Center. Consults with the Traverse City Site Director on their Fundraising Work Plan and is a member of the CTAC-Traverse City Finance/Development Committee.
- Maintains the records of the development office including thank you correspondence, pledge data relative to all of the fund drives, special events, campaigns, and grant proceeds of the Arts Center.
- Prepares and executes business memberships and sponsorships as outlined in the agreed Fundraising Work Plan to underwrite programming and events.
- Secures in-kind contributions to the Arts Center and produces appropriate reports relative to in-kind contributions.

- Creates and implements special programming designed to engage new members, raise awareness of CTAC, and collaborate with other organizations.
- Organize and execute special events for major donors and members at highest giving levels.
- Represents the Arts Center to the business community consistent with the policies of the Board and the expectations of the Petoskey Site Director.

Conditions:

Crooked Tree Arts Center will provide the Development Director with appropriate office and office equipment.

Standards:

The Development Director is expected to work within the parameters of all approved annual budgets.

Knowledge, Skills, and Abilities Required:

- Knowledge of the practices that contribute to meaningful arts programming
- Skills to keep accurate records
- Skills to communicate effectively both in writing and public speaking
- Ability to manage the appropriate software systems of CTAC

Qualifications:

- Education: Bachelor's degree is required
- Experience: 5+ years of relevant professional experience in a nonprofit organization with a successful fundraising track record preferred. Experience working with a constituent data management system.
- Successful personal experience with identifying, cultivating, soliciting, and stewarding major donors, both individuals and institutions; ideally at a non-profit organization.
- Experience working with Board of Directors, volunteers, and special events fundraising (identifying sponsors, soliciting gifts and other revenue generating opportunities).

Knowledge, Skills, and Abilities:

- Excellent fundraising competency and expertise
- Leadership ability to develop and implement creative fundraising strategies
- Strong time management skills and strength in handling multiple projects at one time
- Comfort and skill in developing relationships during events and in off-site social and professional settings
- Flexible, team-oriented, and detail-driven
- Excellent initiative and ability to work independently without close oversight
- Extremely tactful and sensitive in dealing with diverse audiences, confidential financial records, and donor information
- Excellent oral, written, analytical, and problem-solving skills

Job Type: Full-time

Salary: \$55,000 to \$65,000/year

Work Location: Petoskey, Michigan; One location with minor travel to our Traverse City site

Benefits: Flexible work schedule, health insurance, and retirement

Schedule: Monday to Friday with some travel and occasional work on evenings and weekends

Interested applicants: Send resume, three references, and cover letter addressed to Megan DeWindt, Petoskey Site Director, megan@crookedtree.org

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