

Job Title: Director of Development and Community Engagement
Reports To: Cabarrus Arts Council Executive Director
FLSA Status: Full-time, Exempt



The Cabarrus Arts Council presents, promotes and inspires creativity in our community. The arts council programs and operates the Davis Theatre and The Galleries, conducts one of North Carolina's largest art-in-education programs for both the Cabarrus County and Kannapolis City school systems, supports arts organizations and artists through grants and workshops, and serves as a catalyst and consultant for public and corporate art. The Director of Development and Community Engagement is a new position as we expand creative opportunities for a dynamic and growing community.

Job Purpose

The Director of Development and Community Engagement is responsible for engaging current and prospective donors in support of the mission of the Cabarrus Arts Council. Responsibilities include planning, organizing, and leading Cabarrus Arts Council's fundraising including major gifts, special events, annual appeals, planned giving, grants, and capital campaigns. The DDCE develops mutually beneficial relationships with community partners and has an appreciation for the diverse community the Cabarrus Arts Council serves. The DDCE will oversee and execute ongoing fundraising efforts and cultivate new opportunities for earned or contributed revenue for the organization.

Essential Duties and Responsibilities

- Design development strategies for the Cabarrus Arts Council; assist in identifying funding partners and approaches including researching, prospecting, and applying to multiple donor sources
- Oversee ongoing development efforts and fundraising events
- Train and mentor board members to support fundraising goals; communicate progress throughout year
- Spearhead and implement a donor loyalty management process/philosophy that will build strategic and long-term relationships with donors (corporate, institutional and individual)
- Develop mutually beneficial relationships with community sponsors to advance our mission, including opportunities for community arts engagement, in-kind and volunteer support in addition to financial revenue
- Manage capital campaigns, engaging and overseeing capital campaign firms as necessary
- Support Cabarrus Arts Council productions, gallery exhibits and events

Job Qualifications

- Proven success in development and running annual campaigns
- Comprehensive knowledge and experience in fundraising coordination
- Experience in planning, leading, and managing development projects and community events
- History of effective donor cultivation and relationship building
- Excellent interpersonal and leadership skills
- Skilled in creating compelling written and oral communications for fundraising and grants; ability to convey complex ideas through brief, simple materials; experience and credibility when presenting materials to external audiences
- Demonstrated ability to work with diverse communities (race, ethnicity, socio-economic)
- Proficiency in relevant technologies
- This is a full-time, year-round position requiring flexibility to work evenings and weekends

Education/Experience

- Bachelor's Degree from an accredited college or university
- A minimum of 4 years of demonstrated success in fundraising leadership

Compensation

Starting salary range begins at \$54,500 - \$57,500, commensurate with experience and competitive with other nonprofit organizations in the region. Cabarrus Arts Council offers generous PTO and paid holidays; optional retirement plan with employer matching contributions; opportunities for professional development; and a lively, creative work environment. The Cabarrus Arts Council is committed to creating a welcoming workplace, proud to be an equal opportunity employer and invites a diverse pool of candidates in this search.

To Apply

Email cover letter, resume, and three references with **DDCE Application** in the subject line to liz@cabarrusartscouncil.org. Applications will be evaluated in the order they are received. No phone calls, please.

Application review will begin immediately and continue until the position is filled.

The intent of this job description is to provide a representative summary of the types of duties and responsibilities that will be required of the position given this title and shall not be construed as a declaration of the specific duties and responsibilities of any particular position. Employees may be requested to perform job-related tasks other than those specifically presented in this description. Fair Labor Standards Act (exempt/non-exempt) is designated by position. The employer actively supports Americans with Disabilities Act and will consider reasonable accommodations.