



Job Description: Development Director - FT

Hours per week 40 Exempt

Reports to: Executive Director

The mission of the Art League of Ocean City is to promote artistic expression and appreciation for the creative arts in the community. The mission is accomplished through art exhibits, education, scholarships, and community art events. Founded in 1963, the Art League of Ocean City is a 501c3 non profit organization. Each year roughly 20,000 people visit the Art League's facility, the Ocean City Center for the Arts. In addition to the programs held at the art center, the Art League maintains satellite galleries and coordinates programs and events in the community.

Job Summary: The Development Director is responsible for our development and fundraising initiatives to ensure that we meet our resource development and strategic plan goals. This includes the annual fund, legacy partner program, corporate partner program, overseeing donor databases, grant writing, and fundraising events. The Development Director works closely with the Resource Development Committee and event committees of the board. He/she works with the Administrative Assistant, and oversees the receptions coordinator. Position requires some weekends and nights. May work partially remotely as needed.

Qualifications

- Excellent written, interpersonal, and verbal communications skills
- Self- starter with the ability to build and maintain meaningful reciprocal relationships with donors and staff.
- Must be organized, detail oriented and have ability to multitask
- Prior event planning and donor relations experience
- Computer proficient including use of Microsoft Office suite & google drive
- Software knowledge of CRM's is preferred
- Familiarity with local community members and donors

Responsibilities include but not limited to:

Coordinates with the Executive Director and resource development committee to develop, implement and maintains a development and donor relations plan as per yearly budget and strategic plan.

- Oversees donor support staff functions
- Liaison to related event committee meetings as needed.
- Identify prospective individual donors and corporate donors and cultivate those relationships.
- Learn all facets of the donor management software to maintain up to date donor lists.

- Maintain ongoing communications with private and corporate donors including timely thank you notes and recognition.
- Secure donations from identified prospects.
- Plan and execute annual donor events
- Ensure timely and accurate acknowledgements to donors, and reports to Executive Director
- Attend monthly staff meetings and provide report.
- Manages the legacy society including cultivation, recognition and benefits.

Publicity

- Coordinates with the Publicity & Marketing Director and Marketing Assistant to create donor publications including annual report, donor information for newsletters, email blasts, social campaigns, and press releases.

Front Desk Duties (As needed)

- Complete transactions at the front desk proficiently, using the associated software.

General Facility Duties- Assist where needed with keeping general facility clean including kitchen, bathrooms, and desk neat, orderly, and well stocked.

Qualifications

- Bachelors degree in associated field
- Min of 3 years of professional fundraising experience
- Must be able to lift up to 35lbs.

Hiring Process

To apply: Please send a resume and cover letter to Executive Director Rina Thaler at rthaler@artleagueofoceancity.org