

# Director of Development

NATIONAL BLACK ARTS FESTIVAL (NBAF)

**Overview:** The Director of Development (DOD) serves as a front-line fundraiser responsible for identification, cultivation, solicitation and stewardship of donors to advance the mission and strategic goals of National Black Arts Festival (NBAF). The DOD works closely with the Executive Director and the entire staff. In this role, the DOD will create and implement annual work plans for fundraising objectives to accomplish organizational goals in the following areas: annual budget, special events, grants and sponsorships. The target audience includes individuals, corporations, foundations and business partners. The DOD will be innovative in their approach while also understanding best practices, reporting and documentation requirements, excel in goal attainment, minimize risk and maximize outcomes.

## **Responsibilities:**

### **Strategy and leadership**

- In conjunction with the Executive Director, design a multi-year development strategy with clear objectives and timelines.
- Partner with the organization's staff and consultants and lead the planning and execution efforts for all contributed revenue activities.
- Develop and maintain knowledge of best practices in the cultural and nonprofit sectors as well as the field of philanthropy.

### **Revenue generation and analysis**

- Spearhead all fundraising programs and activities of NBAF, including efforts in donor identification, cultivation, solicitation, recognition, stewardship and retention.
- Develop and own the annual budget for contributed revenue to meet the strategic needs of the organization, its programs and initiatives.
- Produce and provide monthly detailed accountability reports about the organization's fundraising operations and status.
- Evaluate and analyze effectiveness of fundraising strategies for growing institutional funder support.
- Initiate and sustain the cultivation, solicitation and ongoing relationship management of grant making organizations.
- Conduct regular meetings with ED to maintain major gift donors and prospects.
- Participate in planning and executing NBAF's special events to generate revenue, build relationships, awareness and make a case for support.
- Maintain NXT/ Raiser's Edge database ensuring donor and prospect records are well-maintained, confidential and accurate.
- Lead data evaluation efforts to create accurate fundraising projections.
- Develop and maintain gift processing, donor relations and prospect management policies and procedures to ensure the accuracy and quality of information and stewardship practices.

- Work with the accountant to reconcile and review advancement financial reports on a weekly, month-end and year-end basis to ensure accuracy of donor contributions and advancement expenses.

### **Relationship management**

- Advance and implement stewardship and engagement strategies for all donors including review and documentation of donor correspondence.
- Manage the tracking, reporting and confidentiality of donor and prospect information.
- Attend internal and external events (both daytime and evening) to network and build NBAF's brand with potential donors and community members.
- Create and sustain relationships with key philanthropic organizations

### **Grant Management**

- Responsible for filing, calendaring, completing preliminary information
- Regularly communicates grant status and manages end to end process of grant filing to payment to report submission
- Portal management for applications and reports
- Teams management keeping NBAF filing and documentation current

### **General Development & Office Work Duties**

- Responsible for general development duties including but not limited to:
  - NBAF vendor set up in external systems
  - Corporate documentation updates, registrations, profile updates across multiple platforms
  - Create invoices as necessary for grants and sponsorship requests
  - Provide special event assistance for fundraising
  - Create external communications to highlight NBAF efforts/ initiatives to donors/prospects
  - Responsible for updating and maintaining Blackbaud/NXT
  - Process and Print Acknowledgment Letters
  - Recording and Preparing Income Received sheets for Finance
  - Fundraising Campaign creation, maintenance and payment processing.

**Qualifications:** • Minimum of a Bachelor's degree with CFRE certification preferred.

- 7 years of development experience preferred with a proven track record in actively securing gifts and grants from individuals, corporations and foundations.
- Exceptional leadership, interpersonal, verbal and written communication skills.
- Budgeting experience.
- Ability to meet deadlines in a fast-paced environment while having the ability to adjust to competing priorities.
- Experience with Blackbaud/ NXT/ Raiser's Edge database. Excellent computer skills in Microsoft Office - Word, PowerPoint, Outlook and Excel.

- Competencies:**
- Communication and relational skills – skilled speaker and writer who balances listening with talking, connects with a variety of individuals and groups and influences others.
  - Constituent focus – strives for excellent constituent satisfaction, goes beyond what is expected and builds value-added relationships with internal and external stakeholders.
  - Financial acumen – understands nonprofit financial principles while developing and maintaining budgets and contributing to the organization’s fiscal health.
  - Innovation – actively embraces change while challenging the status quo and taking appropriate risks.
  - Leadership – inspires and motivates others to support and engage with the organization’s mission.
  - Meeting targets – goal oriented with the ability identify, move towards and attain organizational opportunities.
  - Presentation skills – clearly demonstrates command of subject matter and communicates effectively and appropriately to engage stakeholders.
  - Professional expertise – possesses knowledge of best practices to solve business problems and meet goals.
  - Strategic direction – actively participates in the development and communication of the organization’s vision and considers long-range goals in daily work and planning.
  - Team orientation – focuses on building a collaborative atmosphere while understanding the critical role all team members play and valuing partnership.

**Physical requirements:**

- 8+ hours of sitting, walking, talking and listening.
- Able to lift up to 25 lbs.
- Close vision to read monitors with approximately 7+ hours computer work per workday.

**To apply:** Direct all inquiries and applications via email to [info@nbaf.org](mailto:info@nbaf.org). Applications must include a cover letter and CV. No phone calls or direct emails to NBAF office, please. Only invited candidates will be contacted.