



## Fund for the Arts Job Description

**Position Title:** Chief Development Officer

**Position Reports To:** President and Chief Executive Officer

**Supervisory Responsibility:** Development Team

### Who We Are

At the Fund for the Arts, we believe that **art is a right**, not a privilege, because art is a fundamental **expression** of the **human condition**. We envision a healthy and vibrant community where **everyone embraces** the art that exists in our lives every day, where **everyone contributes** to the well-being of our arts community, and it is understood that **everyone belongs**. Our mission is to contribute to the overall health and well-being of our community by **generating resources** for, **investing** in, and **supporting** our local arts, artists and arts organizations. We do this by raising more than \$8 million and facilitating the largest arts grant program in Kentucky, providing over 600 grants annually to organizations, artists, schools and other partners.

### Our Values

Equity, Belonging, Accountability, Stewardship, Gratitude, Storytelling and Learning

### Position Summary

The Chief Development Officer, reporting to and partnering with the President and CEO, will lead the organization's efforts to generate resources that support local arts, artists and arts organizations through the organization's Community Investment and Support initiatives. This individual will be responsible for setting and implementing the organization's fundraising strategies, policies and plans and will actively participate as a member of the leadership team in setting and implementing the organization's overall strategy. The individual will work closely with a motivated and engaged Board of Directors, the leadership team and development staff to implement the fundraising strategies, policies and plans and identify new and expanded funding opportunities.

### Responsibilities Include

- Oversee all aspects of fundraising including annual giving, major giving and planned giving as well as workplace giving, foundation and corporate giving, in-kind giving, and grants
- Identify, cultivate and solicit existing and prospective donors by maintaining a strong major gifts portfolio to achieve fundraising goals in excess of \$8 million.
- Establish clear and measurable goals for the annual campaign and develop a comprehensive multi-year development strategy that proactively engages individual donors and includes growth of annual giving, major giving, planned giving and grants
- Design and implement development processes and strategies, observing trends in the organization's annual campaign, best practices in peer organizations and opportunities for continuous efficiency and process improvement
- Develop strategies to engage key stakeholders in volunteer fundraising activities including the Board of Directors, NeXt Ambassador Program Members, NeXtGen Board Members and NeXt Alumni

- Lead the Development Team staff working in the areas of development operations, fundraising, donor relations, and grant writing
- Develop and lead donor stewardship and engagement plans to retain and grow existing donors in partnership with the Donor Relations Manager
- Work with the Director of Development Operations to establish a donor prospecting strategy to identify, research and cultivate donor prospects to grow the donor base and pursue new funding sources
- Establish performance measures, monitor results, and evaluate the efficacy of the fund development program
- Engage other members of the senior leadership team including Community Investment and Support to facilitate cross-department collaborations that ensures all fundraising policies and financial goals drive the organization's mission
- Maintain a working knowledge and awareness of arts and culture activities in the Greater Louisville community, overall development and fundraising trends, as well as trends and issues in relevant industries that affect business climate, culture and economic environment which could impact fund development
- Foster a culture of philanthropy and ensure that fund development is executed in keeping with the organization's vision, mission & values
- Act as staff liaison for Board Resource Development Committee
- Maintain accountability and ensure compliance with all regulations and laws, as well as the code of ethics for fundraising professionals.
- Other responsibilities and duties as assigned and needed

### Competencies and Skills

- Self-starter with an entrepreneurial mindset
- Tolerance for ambiguity in a growth-oriented environment
- Collaborative and flexible style, with a strong service mentality
- A team player who is committed to lifelong learning
- A hands-on leader with integrity and a desire to work in a dynamic, vision-driven environment
- Mature and proactive, with evidence of having worked as a true business partner to a chief executive
- Personal qualities of integrity, credibility and commitment to Fund's vision, mission and values
- Commitment to **Equity, Belonging, Accountability, Stewardship, Gratitude, Storytelling and Learning**. The Chief Development Officer must understand and apply the values of the organization in everything they do

### Requirements

- Knowledgeable leader with 5-10 years' fundraising experience with demonstrated success in annual, major, and planned giving fundraising required; management experience preferred
- Bachelor's degree required; advanced degree or certification preferred
- Experience in working with nonprofit boards and committees is a must

**Benefits:** Fulltime Equivalent, Salary Range \$100,000 to \$140,000 (depending upon qualifications and experience), health, dental, vision, short-term disability and life insurance. 401(k) upon meeting eligibility requirements. Vacation and holiday pay. Employer paid parking.

*Fund for the Arts is an equal opportunity employer committed to equity and belonging in the workplace and does not discriminate against any employee or job applicant because of race, color, religion, national origin, sex, physical or mental disability.*

***To apply, send a cover letter and resume to [humanresources@fundforthearts.org](mailto:humanresources@fundforthearts.org)***



## Fund for the Arts

### Vision, Mission, Values & Strategies

*At the Fund for the Arts, we believe that art is a right, not a privilege, because art is a fundamental expression of the human condition.*

Founded in 1949, the Fund for the Arts (FFTA) is one of the two oldest United Arts Funds in the country. FFTA supports, promotes and develops arts, artists, and arts organizations to help create a healthy and vibrant community for all. Since our founding we have raised over a quarter billion dollars that have directly and indirectly benefitted millions of people and scores of organizations in our community.

### Vision

The **community** we want to live in

We envision a healthy and vibrant community where:

**everyone embraces** the art that exists in our lives every day,  
**everyone contributes** to the well-being of our arts community, and it is understood that  
**everyone belongs** to the arts community

### Mission

How we create and sustain that **community**

We contribute to the overall health and well-being of our community by:

**generating resources** for, **investing** in, and **supporting** our local arts, artists and arts organizations.

### Values

Guiding principles for our organizational **community**

**Equity** - Listen to, engage with, invest in, and support historically excluded individuals, groups, and communities

**Belonging** - Create a safe and welcoming environment for engagement where an invitation is not required

**Accountability** - Be who we say we are and do what we say we will do for each other and the community we support

**Stewardship** - Manage the resources that have been entrusted to us equitably and responsibly

**Gratitude** - Value one another and the community we support

**Storytelling** - Tell the stories of arts, artists, and arts organizations in our community however, whenever, and to whomever we can.

**Learning** - Continue to be curious and seek opportunities to expand our knowledge and understanding

### Strategies

The specific work we do in the **community**

**We Generate Resources** for arts, artists, and arts organizations in our community

**We Invest** in arts, artists, and arts organizations in our community

**We Support** arts, artists, and arts organizations in our community