

DIRECTOR OF DEVELOPMENT

Status: Full-Time Hours: 40 Hours/Week

Salary Range: \$65,000 - \$85,000, DOE

Benefits: Package includes employer-paid health insurance, partial employer coverage for dental and vision insurance, health savings plan.

PTO: 4 weeks paid leave yearly. Additional paid time off for mental health, bereavement, jury duty, voting time, and company holidays included. This is a remote/hybrid position, but applicants must be Salt Lake City (or adjacent Utah community) based. A moving reimbursement may be negotiated with the company.

Ririe-Woodbury Dance Company is committed to an inclusive and diverse environment that values, respects, and supports all individuals. We aim to have a workforce representative of the diversity within our community, and welcome and encourage applicants from various backgrounds including women, Indigenous people, BIPOC individuals, AAPI individuals, disabled people, and people of all sexual and gender identities.

THE POSITION: The Director of Development is responsible for providing strategic planning, leadership, and strong execution ability in the creation and implementation of comprehensive fundraising plans. Responsibilities include budgeting, problem solving, organizing, and planning to meet annual fundraising goals and objectives.

The Director of Development is responsible, alongside the Executive Director, for the oversight and growth of \$900,000 in contributions, *with specific departmental focus around foundation and individual donor support (\$300,000 yearly), Salt Lake City and County/State Funding (\$200,000 yearly), and Corporate Giving (\$20,000 yearly).*

DUTIES AND RESPONSIBILITIES

LEADERSHIP IN FUND DEVELOPMENT:

- Lead and have an active role in designing, implementing, managing, and evaluating donor recognition, stewardship and engagement strategies, and long-term goals to ensure a consistent donor experience and contribution to the growth of fundraising performance.
- Provide strategic guidance to the Board of Trustees, Sponsorship Committee, Ambassadorial Board, and members of the Senior Leadership Team (Executive Director, Artistic Director, and Education Director). Please note that this is also a Senior Leadership position.
- In collaboration with the leadership team, advise and shape funding discussions and decisions affecting the organization.

- Develop collaborative relationships with other departments to ensure fundraising activities are delivered smoothly, effectively, and meet expected outcomes.
- Enhance a fundraising organizational structure to ensure volunteer and staff resources are deployed to maximize results, with focus on the Sponsorship Committee and the Ambassadorial Board.
- Evaluate and analyze past fundraising performance, continuing to build on strengths and addressing areas of opportunity.
- Maintain a commitment to the equity, diversity, and inclusion values that are at the core of Ririe-Woodbury's mission, programs, and fundraising.

PROCESS AND ACTIVITIES:

- Work with staff to develop and manage timelines for fundraising activities, ensuring plans and essential fundraising processes are conducted in a timely manner. Specific focus to be centered around end-of-year giving and the Annual Benefit.
- Oversee the preparation and submission of grant applications to community and private foundations.
- Manage the planning and execution of special fundraising events, including Ririe-Woodbury's Annual Benefit.
- Identify and develop corporate and individual prospects for the fundraising priorities of the organization. This includes relationships with current and long-term corporate funders and key management stakeholders, as well as developing new relationships.
- Develop and maintain, with the Executive Director, policies and procedures for ethical fundraising practices.
- Track and monitor fundraising activities and dollars to ensure fundraising goals are being achieved.
- Regularly monitor department expenses.

MARKETING AND COMMUNICATIONS:

- Collaborate with staff to ensure development needs are aligned with marketing strategy.
- Maximize public awareness of the fundraising activities of the organization through individual engagement.
- Provide support and expertise for the design, printing, and distribution of yearly marketing and communications materials for fundraising efforts.
- Alongside the Executive Director, foster a culture of philanthropy within the organization.

DONOR RELATIONS:

- Provide strategic direction and leadership for the development of recognition, stewardship, and engagement strategies for donors and sponsors.
- Lead cultivation and stewardship strategies to advance relationships with the largest corporate and individual donors and sponsors, in partnership with key relationship managers.
- Ensure gift acknowledgment and receipts follow best practices.
- Commit and maintain confidentiality and ensure a high degree of accuracy in donor records using the company's Kindful CRM database.
- Ensure current donor and donor prospect research is actively a part of yearly planning and execution.
- Maintain an awareness of local, state, and national giving trends.

EDUCATION AND QUALIFICATIONS:

- 3 years of senior level experience in stewardship, fundraising, donor communications, advancement operations or a related field.
- Experience coaching and collaborating with volunteers and Board Members.
- Experience in the performing arts sector is a plus, but not a requirement. Must have a passion for the arts and culture community.
- Familiar with fundraising software and database management; adept at Microsoft Suite, Google Drive. A willingness to learn and implement new and improved donor software is a requirement.
- Demonstrated knowledge of fundraising activities, donor motivations, and donor stewardship best practices.
- Experience working with major gift donors and sponsors; demonstrated success building donor stewardship and engagement programs, protocols, policies, and processes.
- Ability to collaborate effectively with volunteer leadership and committees; proven track record in cultivating and maintaining relationships with volunteers and donors.

***An ideal candidate may have less formal experience**, but must demonstrate strong oral and written communication skills, an outgoing personality, strong people skills necessary to building lasting relationships, and a knack for creative problem-solving. Candidates with established personal and professional relationships within the Salt Lake Community are preferred.

HOW TO APPLY

We would love to have you join our team! Please email our Executive Director, Thom Dancy, at thom@ririewoodbury.com with your materials. All candidates please include the following:

- A cover letter
- Resume
- A minimum of 3 references (one from a previous employer (or board member) and one from a previous funder relationship are encouraged). Please note that all references will be contacted after completion of an interview.

We thank all applicants for their interest; however, only those selected for an interview will be contacted. Ririe-Woodbury Dance Company is committed to providing accessible employment while ensuring our recruitment process is barrier free. Interviews may be in-person or virtual depending on mutual availability.

Application Closing Date: May 10, 2024

As part of the hiring process, successful candidates will be required to submit to a Criminal Background Check.