

Anchorage Concert Association (ACA) Position Description

Position: **Development Director**
Reports To: Executive Director
Status: Full time, Exempt
Salary Range: \$55,000 to \$70,000 DOE

Updated: October 2021
Approved by:
Date of Approval:

Work Schedule: Generally 8 a.m. to 5 p.m., Monday through Friday, with a one-hour lunch.
Occasional work in early mornings, evenings, and weekends.

Position Summary: The Development Director has three primary goals at ACA:

1. Lead and manage an efficient, professional, and well-structured development program
2. Work in partnership with the Executive Director and Board of Directors to identify, cultivate, build, and maintain strong, lasting relationships with donors to the organization
3. Achieve contributed income budget goals

To achieve these goals, ACA's Development Director creates, implements, and evaluates fundraising and sponsorship programs that will meet annual goals through individual giving, corporate philanthropy, sponsorships, special events, planned giving, endowment, and government and foundation grants.

The following is representative of the work performed by incumbents in this position and is not all-inclusive. The omission of a specific duty or responsibility will not preclude it from the position if the work is similar, related, or a logical extension of position responsibilities.

General Duties:

- Supports ACA's mission to inspire and enhance community through the performing arts and its core values of Excellence, Innovation, Creativity, Stewardship, and Community.
- Works cooperatively and collaboratively with peers, board, and volunteers

Essential Duties

- Plans and implements an annual development plan that includes and is not limited to individual giving, corporate support, special events, and grants from public and private institutions and foundations.
- Working with the Executive Director, develops and monitors the development budget that includes giving goals and the resources needed to attain those goals.
- Provides regular reporting and analysis on donor giving, campaign progress to goals, and other pertinent data, and makes recommendations and changes on development activities based on that reporting.
- Maintains all donor-related data in organizational database, including donor meetings, donor attendance at events, correspondence, cultivation and stewardship actions, etc.
- Creates opportunities for donors to become more involved in the ACA
- Manages the creation of copy, content, and collateral materials including but not limited to appeals, donor correspondence, and invitations to events.
- Manages donor and subscriber recognition and stewardship including donor benefits, holiday card mailing, invitations to special events, etc.
- Leads the grants program to include research, applications, grants management and relationship building with public and private grant-making institutions

- Supports the planning and implementation of community engagement activities that impact ACA's current and prospective donors
- Attends any performance that has a sponsor and acts as the liaison between the sponsor, artist and ACA
- Acts as staff liaison to the Board Development Committee
- Publicly represents ACA where needed
- Serves as a member of the Communication, Community Engagement, and Relationship Management Teams to support the broader operational needs and goals.
- Supports the entire Anchorage Concert Association team in the execution of all other events as needed.

Minimum Qualifications, Skills and Experience

To perform this job successfully, an individual must be able to perform or meet each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skills, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Passion for the mission, vision and values of Anchorage Concert Association and the ability to share this mission and vision with the general public.
- Bachelor's degree or experience in related field required; a combination of education and work experience may be substituted
- Three years of development experience that includes fundraising in a similar-sized department or organization required; five years' experience preferred
- Proven experience in successful fundraising and development with progressive responsibilities.
- Knowledge of and experience with best practices in gift solicitation, donor recognition, stewardship, direct mail, grant writing, and event management
- Certified Fundraising Executive (CFRE) credential preferred
- Possess excellent verbal and written communication, presentation, public speaking, and interpersonal skills
- Experience managing fundraising campaigns, writing grants, and managing multiple projects at one time
- Proven ability to serve as a principal ACA ambassador
- Excellent planning and organizational skills
- Demonstrated ability to manage professional staff and to establish effective working relationships with staff, board, volunteers, and the public
- Knowledge of and experience using computers and related software including Microsoft Word and Excel, and general knowledge of database software
- Ability to work weekends and evenings
- Willingness to travel for training as necessary
- Ability to work in a team environment
- Ability to establish and maintain effective working relationships within the organization and deal tactfully with the public.
- Must be vaccinated for COVID-19

Licenses and Other Requirements

- Valid Alaska driver's license
- Vehicle Insurance
- Reliable Transportation

Desired Qualifications

- Education and background in the Arts
- Knowledge of Anchorage community, leaders and funders
- Experience working in a non-profit arts organization environment
- Knowledge of planned gift best practices

Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- The employee is regularly required to use hands to finger, handle or feel
- Reach with hands or arms
- Talk and hear
- Employee frequently required to walk
- Occasionally required to stoop, kneel, crouch, or crawl
- Must regularly lift and/or move up to 10 pounds and occasionally lift and/or move up to 25 pounds
- Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception, and ability to adjust focus

Work Environment:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is usually moderate.