



**Development Director  
Position Description**

Professional staff position reporting to Executive Director. Primary responsibility for development activities for organization.

**Position Summary:**

The Development Director oversees all Young Audiences fundraising events and manages relationships with Young Audiences funding partners, sponsors, and donors. Duties include planning fundraising events, interacting with donors to encourage ongoing contributions, and seeking out opportunities for financial support through grants and sponsorships. Measurable outcomes for this position include achieving fundraising targets through team and individual fundraising, corporate solicitation, community partnerships and increasing YA's awareness and visibility in the community.

**Responsibilities:**

Fundraising

- Plan and coordinate all aspects of special event fundraising activities including, but not limited to soliciting all event sponsorships, overseeing planning of logistics and coordinating event volunteers.
- Plan, coordinate and execute all annual fundraising efforts including, but not limited to spring and fall direct mail and online campaign efforts.
- Creating and maintaining relationships with donors, securing funds, and engaging major donors.
- Cultivation/stewardship strategies, establish relationships with potential new donors and maintain relationships with current donors,
- Create monthly reports and meet with the Executive Director and Board President to ensure objectives are aligned and donation goals are achieved.
- Create and maintain accurate donor records of all received gifts. Generate gift acknowledgements to donors and create and send invoices and pledge reminders.
- Oversee Young Audiences grants process, including research/prospecting, foundation relationship management, proposal writing, reporting and accurate record keeping.

## Communications

- Create and manage monthly newsletter.
- Increase Young Audiences visibility by creating and maintaining relationships with media outlets.
- Create and send press releases.
- Manage social media platforms
- Maintenance of YA NE TX website and URL landing sites

## Administration

- Utilize non-profit donor software to manage data, communication, and event reporting.
- Work collaboratively with Executive Director.
- Make development budget recommendations and operate within approved budget.
- Attend board of directors' meetings.

Attend regional and national arts education conferences as appropriate.

## Qualifications:

- Bachelor's Degree (minimum) with degree in Marketing, Public Relations, non-profit management/administration, or degree with equivalent field experience.
- Creative, self-motivated team player.
- Demonstrate leadership, facilitation, and collaboration skills.
- Ability to cultivate and work collaboratively with multiple stakeholders.
- Ability to work well under pressure and respond quickly to challenges
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- Excellent organizational and budget management skills.
- Public speaking and presentation skills.
- High level of written and oral communication skills.
- Proficiency with Microsoft Office (Word, Excel, Outlook)  
Strong computer skills, including database management, knowledge of social media and web site maintenance a plus.

**Updated October 2021**