



**DUNEDIN FINE ART CENTER (DFAC)
DUNEDIN, FLORIDA**

**POSITION TITLE:
Development Director**

GENERAL DESCRIPTION OF DUTIES

The Development Director, under the direction of the President/CEO, is responsible for planning, managing, and implementing a **comprehensive development** program and department. This is an exempt, management-level position that allows for independent decisions. Direct reports include the Database and Membership Manager and the Special Events and Donor Relations Manager.

The Development Director plays a pivotal role in advancing the Dunedin Fine Art Center's mission by securing the financial resources necessary for its success. Success in this role will have a direct and lasting impact on the organization's ability to fulfill its artistic and community objectives.

SPECIFIC DUTIES AND RESPONSIBILITIES

- Works with prospective donors and supporters on a continual basis to establish effective communication with them
- Works closely with Database and Membership Manager on Altru data and appeals
- Collaborates with the leadership team to create the development department budget and on the creation of publications to support fundraising activities
- Works in the fundraising software, Altru, to execute strategic and operational goals for cultivation
- Implements annual fund, capital campaign (when applicable), restricted funds campaigns (i.e. scholarships), cultivation and stewardship plans, planned giving and donor segmentation and prospecting
- Responsible for fundraising events, both virtual and in person, in conjunction with the President & CEO, the Communications Director and the Sterling Society (auxiliary group)
- Responsible for corporate/foundation giving, grants, individual, and planned giving revenue streams to include membership and sponsorships
- Supports board designated committees
- Serves as liaison/development advisor to the Sterling Society

- Collaborates with the President/CEO on principal/lead donor visits for both annual and capital
- Collaborates with organizational leadership team on DFAC's Strategic Plan
- Identify and cultivate major gift prospects. Create compelling proposals and presentations for major donor solicitations. Engage in face-to-face meetings with potential major donors to secure gifts.
- Oversee the planning and execution of online fundraising campaigns.

ACCOUNTABILITY

The Development Director reports directly to the CEO and is accountable to the Board of Directors for the following:

- Achievement of fundraising goals and targets
- Develop and execute donor stewardship plan
- Effective management of grants and sponsorships
- Maintenance of donor engagement and satisfaction
- Adherence to budgetary constraints
- Accuracy and timeliness in reporting
- Compliance with ethical fundraising practices

MEASUREMENT OF SUCCESS

The Development Director's success will be measured through:

- Achievement of annual fundraising goals and targets
- Achievement of goals set in donor stewardship plan
- Growth in the number and size of major gifts and grants secured
- Increase in donor retention and satisfaction rates
- Successful implementation of fundraising campaigns and events
- Effective budget management, demonstrating fiscal responsibility
- Maintenance of an accurate and up-to-date donor database

MINIMUM TRAINING AND EXPERIENCE

Bachelor's degree, supplemented by three to five years of experience in fundraising, knowledgeable in fundraising software (DFAC uses Results Plus/Metafile, ClickBid, Microsoft Office Suite, especially PowerPoint and Excel). CFRE preferred.

SPECIAL REQUIREMENTS

Requires a valid Florida driver's license.

PERFORMANCE APTITUDES

Confidentiality: There shall be no disclosure of any confidential information on DFAC's Donor Base; or trade secrets to anyone outside DFAC without the appropriate authorization. Confidential information may include internal reports, policies, procedures and other internal business-related communications. Trade secrets may include information regarding the development of systems, processes, products,

design, instrument, formulas and technology, in addition, always respect financial disclosure laws and third party intellectual property.

Human Interaction: Requires the ability to function in a managerial capacity for staff. Includes the ability to make decisions on procedural and technical levels. Requires the ability to collaborate with staff, organizational leaders, and constituents to execute all aspects of development.

Equipment, Tools, and Materials Utilization: Requires the ability to use, operate and/or handle equipment such as computer, office software, web-based software, copier, fax machine, and telephone.

Verbal Aptitude: Requires the ability to effectively communicate with a variety of co-workers, volunteers, constituents, and vendors.

Mathematical Aptitude: Requires the ability to perform addition, subtraction, multiplication and division, to calculate decimals and percentages; may require the ability to perform mathematical operations with fractions. Requires ability to assess data and make strategic decisions based on data.

Time Management: Requires good time management skills in order to coordinate and manage a variety of development areas.

Situational Reasoning: Requires the ability to exercise the judgments, decisiveness and creativity required in situations involving direction, control and planning of all aspects of development.

ADA COMPLIANCE

Physical Ability: Tasks involve the ability to exert a small amount of physical effort. Some positions require sufficient hand/eye coordination to perform semi-skilled repetitive movements, such as data entry, filing and/or the use of office equipment or supplies.

Sensory Requirements: Some tasks require visual and auditory perception and discrimination as well as oral communications ability.

Environmental Factors: Tasks are regularly performed without exposure to adverse environmental conditions.

PERFORMANCE INDICATIONS

Knowledge of Work: Has thorough knowledge of the methods and procedures of DFAC as they pertain to the performance of essential duties of the Development Director

Quality of Work: Maintains high standards of presentation and attention to detail which consistently meets established standards and expectations

Quantity of Work: Performs described specific functions and related assignments efficiently in order to produce quantity of work which consistently meets established standards, deadlines, and expectations

Dependability: Assumes responsibility for completing assigned work. Completes assigned work within deadlines in accordance with directives, policy, standards and prescribed procedures. Maintains accountability for assigned responsibilities.

Attendance: Attends and remains at work regularly and adheres to policies and procedures regarding absenteeism and tardiness. Provides adequate notice with respect to vacation and leave requests.

Initiative and Enthusiasm: Maintains an enthusiastic, self-reliant approach to meet job responsibilities and accountabilities. Strives to anticipate work to be accomplished and initiates proper and acceptable action for the completion of work with minimum supervision and instruction.

Judgment and Decision Making: Exercises analytical judgment in areas of responsibility. Identifies issues or situations as they occur and specifies decision objectives. Identifies or assists in identifying alternative solutions to issues or situations. Implements decisions in accordance with prescribed and effective policies and procedures and with a minimum of errors. Seeks expert or experienced advice where appropriate and researches issues, situation and alternatives before exercising judgment.

Cooperation: Accepts supervisory instructions and direction and strives to meet established goals and objectives. Questions such instruction and directions when clarification of results or consequences are justified, i.e. poor communications, variance with established policies or procedures, etc. Offers suggestions and recommendations to encourage and improve cooperation intra- and inter-departmentally.

Relationships with Others: Strives to develop and maintain excellent rapport with co-workers, volunteers and constituents. Shares applicable knowledge with co-workers for mutual benefit. Contributes to maintaining high morale.

Coordination of Work: Plans and organizes daily work routine. Establishes priorities for the completion of work. Avoids duplication of effort. Estimates expected time of completion of work elements and establishes a personal schedule accordingly. Attends required meetings, planning sessions and discussion on time. The work schedule may include evenings, holidays and weekends, and will fluctuate based on the needs of the Center and special events.

Safety and Housekeeping: Adheres to all established safety and housekeeping standards. Ensures such standards are not violated.

Creativity: Regularly seeks new and improved methodologies, policies and procedures for enhancing the effectiveness of functions under charge. Employs imagination and creativity in the application of duties and responsibilities. Is not averse to change that supports achievement of goals and objectives.

Background Check Required

Background & Fingerprint check required by Florida State Law, paid for by Dunedin Fine Art Center.

The DFAC is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the employer will provide reasonable accommodations to qualified individuals with disabilities and encourage both prospective and current employees to discuss potential accommodations with the employer.