



## Director of Development

*Kimball Art Center is dedicated to providing arts access, education, engagement and experience to everyone. Through our exhibitions, educational arts programs and events, we provide a platform and a place for artists and arts enthusiasts to come together to explore, celebrate, develop and cherish the creative spark that lives within us all. Kimball Art Center believes that art brings meaning, joy, direction, community enhancement and inspiration to the 85,000+ community members we serve each year. We know that art changes lives and brings people together, sustaining our vibrant community and catalyzing positive change in the world around us.*

*Kimball Art Center plans to begin construction on a new 25,000sf building in Park City's Art & Culture District in the spring of 2021.*

**Summary:** The Director of Development is responsible for leading Kimball Art Center's development efforts, including the annual fund, grants, sponsorships, major gifts, special events, and the capital campaign. The Director will oversee a team of two additional development staff, and will work closely with the Executive Director and the Board of Directors. As part of the Senior Leadership Team, the Director of Development will also help form and execute the strategic goals of Kimball Art Center.

**Department:** Development

**Classification Level:** Full-time

**Reports To:** Executive Director

**Supervisory Responsibilities:** Development Manager, Development Coordinator

### **Responsibility areas include (but are not limited to):**

- Work with the Executive Director and Board of Directors to craft a five-year development plan to supplement the growth of Kimball Art Center.
- Develop and help execute a capital campaign and ongoing major gifts program.
- Meet prospective donors and supporters on a continual basis. Meet with 5+ major donors per month.
- Oversee grant seeking including research, proposal writing, and reporting requirements.
- Oversee the corporate sponsorship program.
- Lead fundraising special events such as the Arts Starts Here Gala.
- Oversee the annual fund program.
- Make public appearances/accept speaking engagements to share information about the Kimball Art Center with the community.

- Provide support to the Board Development Committee.
- Oversee fundraising database and tracking systems.
- Lead the fundraising staff. This staff will grow as Kimball Art Center grows.
- Work with the Marketing Department to create materials to support fundraising activities.
- Oversee gift recognition programs to ensure proper stewardship of donors and donations.
- Serve on the Senior Leadership Team.
- Demonstrate professional conduct at all times.

### **Other Duties**

- Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

### **Qualifications/Education:**

- Bachelor's degree required.
- Master's degree or professional training preferred.
- Strong interpersonal and writing skills
- Knowledge of and experience in fundraising techniques
- The skills to lead and motivate staff, board members and volunteers
- The desire to get out of the office and build external relationships
- Be a "self-starter" and goal driven to initiate donor visits and fundraising calls
- Be organized and exhibit "follow through" on tasks and goals
- Display a positive attitude, show concern for people and community, demonstrate presence, self-confidence, common sense and a good listening ability
- Be a proactive and strategic thinker.
- Computer proficiency and technical Skills (MS Office, Google Docs, Altru, Constant Contact, etc.)

### **Work Environment**

This job operates in a professional office environment, off site venues and outside event areas in various weather conditions. This role routinely uses standard office equipment such as computers, phones, photocopiers, filing cabinets, and AV equipment. Some ladder use may be requested. Evening, weekend and occasional holiday hours are required.

### **Compensation and Benefits**

DOE

Competitive salary and benefits package, commensurate with experience

**How to Apply**

Please submit your resume and cover letter via email to: [director@kimballartcenter.org](mailto:director@kimballartcenter.org)

No calls please. This position will remain open until filled.

***EEO Policy:*** Kimball Art Center (KAC) is an Equal Opportunity employer. As such, KAC will not discriminate in the hiring, compensation, promotion, discipline and termination of employees based on their race, religion, sex, gender identification (an individual's internal sense of one's own gender), sexual orientation, age, color, national origin, disability, veteran status, income or any other category or classification protected by applicable federal and local laws.