

Director of Development

Have you ever lost track of time in a museum? Are your hobnobbing skills on point? Do you spend your free time thinking of creative, yet legal ways to convince people to give you money?

If you answered 'yes' to any of the above, you might be just who we're looking for!

Kimball Art Center seeks a driven and creative fundraising leader who can tell our story and translate it into dollar signs.

Job in a Nutshell:

This position is responsible for securing various sources of funding including sponsors, grants, underwriters, and donors for Kimball Art Center's community events, exhibitions, and art education programs.

Duties include:

- Researching, writing, and submitting grants to foundations, businesses, and government entities
- Identifying, building, and managing relationships with current and prospective donors
- Creating a multi-year sustainable development plan to increase revenue and support the strategic direction of the organization
- Developing and implementing effective fundraising strategies to meet operational objectives
- Securing silent and live auction items for Kimball Art Center's annual gala
- Cultivating and securing sponsors for all events, with an emphasis on the annual Park City Kimball Arts Festival
- Diversifying revenue streams to generate funding
- Other duties as assigned.

**This job description is not a comprehensive listing of required activities, duties, or responsibilities.*

Qualifications:

- Bachelor's degree or higher
- Three to five years of nonprofit experience in development and a proven ability to generate revenue
- Persuasive relationship builder
- Awareness of donor needs with the ability to anticipate, respond, meet and/or exceed expectations
- Grant writing experience and success
- Understanding of best practices in development and current on fundraising trends
- Financial acumen
- Superior written, verbal, and interpersonal communication abilities
- Obsessively organized, self-motivated, detail-oriented, creative, and strategic thinking skills
- Ability to manage multiple projects under tight deadlines
- Collaborative nature and desire to maintain positive working relationships with others, both internally and externally
- Goal oriented with creative problem-solving skills
- Top-notch research skills
- You can name your favorite artist

Reporting Structure:

This position manages one full-time development employee and reports to the Senior Director of Marketing and Communications.

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, fax machines and AV equipment. Some ladder use may be requested. Evening, weekend, and occasional holiday hours may be required for events.

**Applicants must be present and available to work the annual gala and Park City Kimball Arts Festival.*

About Kimball Art Center:

Located in Park City, Utah, Kimball Art Center was founded in 1976 and is one of the community's oldest and most established nonprofit organizations. We are a resource for creative expression, social connection, and community dialogue. Our mission is to inspire and connect through art and we fulfill it by providing free and low-cost art education, offering free year-round exhibitions, and hosting a variety of annual community events at no charge. Learn more at KimballArtCenter.org.

Compensation and Benefits:

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Benefits: Generous PTO plan, life insurance, and health & dental benefits.

How to Apply:

Qualified applicants please submit your resume and a cover letter stating your desired salary to amy.roberts@kimballartcenter.org.